Print Form

Facilities Planning and Management

Key Request Form

Fill out key form as noted below: **Date:**
(Please return completed form to Maintenance and Stores)

1. **Identification of key:**

   Building

   Room No. Key Number

   Room No. Key Number

   Room No. Key Number

2. **Name of person responsible for key:**

   Department:

   Faculty: Classified: Other (please indicate):

3. **Phone Number:**

4. **Reason for need of key:**

   New Issue Replacement

5. **Account to be charged:**

   Name: Account Number:

6. **Signature of Department Chair:** _____

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Signatures needed for Entrance, Submaster, or Building Master Keys

1. **Signature of Building Director:** _____
2. **Signature of Director of Police:** _____
3. **Signature of Director of Facilities Services**: _____

Facilities Management personnel will notify you when keys are available to be picked up. All keys you no longer use must be returned to the Facilities Management Office. (See “Issue/Use of Keys” in the Faculty/Academic Staff and Classified Employees Handbooks for further information on key policies.)

Key received by: _____