



**General Information**

Your cooperation is required to assist us in controlling the access to your office and file cabinets. Please do not request more keys than are absolutely necessary for proper operation of your department. Following are guidelines that will be used in issuing keys. Keys should not be requested for consultants or other guests, Security will be available to open the doors for them. Key requests for doors will only be honored with the approval of the Vice Chancellor or Chancellor. All keys will be delivered to the Assistants to the VCs or Chancellor's Office or other person assigned to perform this task. This position is responsible for the administration of the keys for that unit.

**If you require to have a door opened immediately, please call Security at \*911**

**Office Keys:** An office key may be provided to the office user and the assistant of the office user. (Unit Head approval Required, e.g. Vice Chancellor or Chancellor.)

**Floor Door Keys:** Floor keys will only be provided to the Chancellor and Vice Chancellors (and any other persons who continually work unordinary hours).

**Furniture Keys:** Up to two sets of furniture keys may be issued to each department.

**Replacement Keys:** There will be a ten dollar fee assessed for all lost keys.

**Instructions:** Please complete this form, obtain the proper approval(s) and fax it to **Engineering Services at x2572**. Your keys will be delivered to the Assistant of your unit head, e.g. Chancellor or Vice Chancellor.

**Key Requested for**

Name: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Room No: \_\_\_\_\_

Title: \_\_\_\_\_  
 Tel. Extension: \_\_\_\_\_  
 Fax No.: \_\_\_\_\_

**Key information**

Room No: \_\_\_\_\_ Floor No: \_\_\_\_\_

Furniture (please provide the lock no.) \_\_\_\_\_

If replacement is required

Pay five dollars to the Treasurer's Office and have the clerk sign here: \_\_\_\_\_

What happened to previous key(s): \_\_\_\_\_

**Approvals**

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Key Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Department Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Vice Chancellor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Engineering Services Approval/Denied: \_\_\_\_\_ Date: \_\_\_\_\_

**For Engineering Services use only**

No. of keys received by person for same office: \_\_\_\_\_

No. of other keys issued to same person for other purposes: \_\_\_\_\_

Room No: \_\_\_\_\_ No. of Keys: \_\_\_\_\_ Furniture: \_\_\_\_\_

Key issued by: \_\_\_\_\_ Date: \_\_\_\_\_

Key Received by: \_\_\_\_\_ Date: \_\_\_\_\_