

KEY REQUEST AND CONTROL FORM

Date of request: _____

Person making request: _____ Account# _____

Name of person requiring key: _____ Employee ID# _____ New Hire: _____

Building key requested for: _____

Specific rooms needed: _____

School/Department authorization: _____

Executive Council authorization: _____

Please check one of the following:

- | | |
|---------------------------------------|---|
| <input type="checkbox"/> grand-master | <input type="checkbox"/> operating |
| <input type="checkbox"/> master | <input type="checkbox"/> outside door/classroom |
| <input type="checkbox"/> sub-master | |

NOTE: listed below is how the key structure is organized

grand-master: opens all buildings on campus. Key is held by Chancellor and Vice Chancellor

master: opens all rooms in one particular building or department even if rooms are located in a different building; these keys are held by unit heads, directors and their administrative staff

sub-master: opens multiple designated rooms of a department; these keys can be held by professor and or one student

operating: opens one room in a particular building; these keys can be held by professor and or one student

outside door/classroom: opens outside door to building and a classroom within that one building; key is issued on a temporary basis to adjunct professors

If you request a key to any office or suite in any particular building it will also unlock the outside door and classroom. Special keys may be requested but are not recommended.

UNIVERSITY POLICE

Date request received: _____ Person making key: _____

Date request completed: _____

Control notes: _____

KEY ISSUE AND RETURN

Date of key issue: _____ Person receiving key: _____

Date of key return: _____ Person receiving key: _____