

KEY REQUEST AND CONTROL FORM

Date of request: _____

Person making request: _____

Name of person requiring key: _____ SS# _____

Building key requested for: _____

Specific rooms needed: _____

School/Department authorization: _____

Executive ^{Council} ~~Committee~~ authorization: _____

Please circle one of the following: grand-master master sub-master operating outside door/classroom

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 are held by administrative staff and resident assistant)

(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 an 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.

PUBLIC SAFETY

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: _____