

INSTRUCTIONS AND PREPARATION INFORMATION

PROCEDURES: Complete Access Request and fax to the Central Key Coordinator at 44246.

REQUESTED BY - should be the principal contact person.

DEPARTMENT – fill in your department name.

FUND SOURCE – Provide department budget account number that will fund the access request. **Access requests without a fund source included, will be returned to the requesting department.**

BUILDING – building where work is to be done. If the request is for several buildings, use one request per building.

DATE REQUIRED – General rule to follow: allow ten day turn-a-round for re-keying. Allow five days for additional keys.

DEPARTMENT KEY COORDINATOR – to be signed by the Key Coordinator for the department requesting services.

TELEPHONE EXT. – Key Coordinator's extension.

DEPARTMENT HEAD – the individual with budgetary responsibility.

TYPE OF REQUEST – **Use the drop down arrow to select one of the following: additional keys, combination change, card access authorization, replace defective key or access deletion. There can be only one type of action per request.**

Additional keys – need more keys for a door, new employee, etc.

Replace defective key – key is broken or bent and will no longer work in lock.

Re-key – a complete change in the operating key for that door or doors within your department.

Combination change – use only for change of combination locks.

Requests for grand masters will be directed through the Associate Vice President for Facilities Management. Requests for building masters will be directed through the Director of Physical Plant.

DESCRIPTION OF KEY REQUIREMENTS – Please include room number(s), key number(s), key recipient and number of keys required. For access authorization or deletion, please include location, employees name and one card I.D. number. **We need all of this information.**

If additional services are necessary, please explain in the ADDITIONAL COMMENTS section.

If you have any questions, please feel free to call the Central Key Coordinator on ext. 42761.