



Facility Access and Keys/Cards/Fobs Replacement

The Director of Facilities Maintenance designates personnel who are authorized to have access to central files for keys/cards/fobs (hereafter referred to as keys). If a member of your staff requires access to a specific location, need a replacement key, or need to change facility access for an employee, please fill out the form below. Send the completed and signed form to the Maintenance Department. If a key is broken, please send the portion of the key along with the form to avoid being charged.

KEY REQUISITION:

Name _____ Position _____ Location _____

Phone _____ Date to Implement _____

☐ Key Replacement ☐ Key Issued for facility and/or room(s) _____

FACILITY ACCESS:

☐ Add employee access ☐ Delete employee access ☐ Change employee access

Personal code for coded doors _____ Hours of access _____

Supervisor's Signature

Date

(Required for Facility Access)

Print Name

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FOR MAINTENANCE USE ONLY

Tech Notes _____

User # _____ Security Access Level 1 2 3 4 (circle one)

Reason _____

Tech signature & completion date

Facilities Director signature & date

Employee signature for key receipt & date