



Key Request Form

Name _____

Building/Area _____

Room _____
(if applicable)

Key Code _____
(if available)

Reason for request:

- New employee (** HR verification required)
- New space assignment (*current key must accompany this request*)
- Replace lost key (**\$5.00 replacement fee per key** * state circumstances on back of form)
- Replace defective key (*defective key must accompany this request*)
- Lock Change (*charges may apply*)
- Other (*please explain on back of form*)
- Temporary (*state reason and appropriate dates on back of form*)

- **Current key(s) must be received by Facilities Department before new key(s) are issued.**
- **Keys will not be issued to students per SSU Policy #4.41**

Employee Information:

SSU Employee ID Number _____

Department: _____ Phone Extension: _____

- | | | | |
|------------------------------------|---|---|----------------------------------|
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time | <input type="checkbox"/> 9 month contract | <input type="checkbox"/> Adjunct |
| <input type="checkbox"/> Faculty | <input type="checkbox"/> Administration | <input type="checkbox"/> Hourly | |

Appropriate Vice President/Chairperson

Date

Director of Planning, Construction and Facilities

Date

Deliver Original to Facilities Department