Coastal Bend College – Key Request Form

STATUS: ☐ Loan Key ☐ Replacement Key ☐ Full Time Staff **End Date**: _____
☐ Contractor ☐ Full Time Faculty ☐ Part Time Faculty/Staff

KEY # _____ (**Locksmith Only**)	_____ **Building**	_____ **Room Number**

Key Holder Name: _____ Last First MI. _____ Faculty/Staff I.D. # (***Print Only***)

_____ Title _____ Requesting Dept. - Phone

_____ Printed Name of Department

Requestor: _____ _____
(Required) Printed Name of Administrator/Supervisor Date

Approved by: _____ _____
(Required) Signature of Administrator/Supervisor Date

Approved by: _____ _____
Signature of Director of Physical Plant Date

Master Key(s) Only Authorized by College President and issued by Director of Physical Plant & Facilities.

Approved by: _____ _____
College President Signature Date

Key Holder: I **am the person who will be using this key(s) and am responsible for seeing that it is returned to the Physical Plant when my responsibilities no longer require this access or when my enrollment/employment is terminated, whichever is sooner. If I do not return this key(s), my signature authorizes the college to initiate an automatic payroll deduction for replacement.**

Key picked up by: _____ _____
(Signature - to be signed when key is picked up) (Date)

Issued by: _____

RETURN KEY TO PHYSICAL PLANT

Key returned by: _____ _____
(Signature of Person returning key) (Date)

Accepted by: _____ _____
(Signature of Physical Plant Employee) (Date)

READ & INITIAL THAT YOU ACKNOWLEDGE THE FOLLOWING

TO OBTAIN A KEY(s)

Initial: ____

1. Each key(s) must be requested on a separate ***Key(s) Request Form***.
2. Get Department Supervisor authorization and signature.
3. Deliver ORIGINAL **SIGNED** form to the Physical Plant Office.
4. Director of Physical Plant will authorize Locksmith to make a key(s) upon receipt of properly filled out key(s) request.
5. Requestor will be notified when key(s) is ready for issue. Key(s) will be ready within **5 - 7 WORKING DAYS**. **Director of Physical Plant will sign all approvals (requires additional time) for issuance of Master Key(s), after the request is reviewed by the Physical Plant.**
6. Person being issued key(s) **MUST** present themselves to the Physical Plant with **CURRENT COLLEGE IDENTIFICATION** and sign upon receipt.
7. Key(s) must be picked up within **10 BUSINESS DAYS UPON NOTIFICATION**. *Key(s) are put back into key(s) inventory if not picked up within 30 business days*.
8. After 10 business days a **NEW** key(s) request will need to be submitted if key(s) is still needed.

TO RETURN A KEY(s)

Initial: ____

1. When the Key Holder no longer needs the key(s) return the key(s) back to the Physical Plant Office. ***Only the Physical Plant Director is authorized to issue and transfer key(s).*** **WITH PROPER PAPERWORK.**
2. The person who accepts the key(s) in the Physical Plant Office will sign original ***Key(s) Request Form*** verifying key(s) has been returned.
3. Physical Plant, **upon request**, will provide a copy of the ***Key(s) Request Form,*** with return signatures to person turning in key(s), or fax copy to responsible department.
4. Lost key(s)-Individual losing key(s) or department shall be charged for replacement and for other affected key(s) and door locks.