

PHYSICAL KEY/LOCK CHANGE REQUEST FORM

This form must be filled out completely and signed by the dean/department head before keys will be issued to Key Holder. Key Holder must personally sign for a key and shall not loan or transfer said key to another individual. Only Facilities & Operations is authorized to issue/duplicate physical keys or change locks. Lost or stolen keys are to be reported immediately to appropriate supervisors or designees and within 24 hours to UAH Police. Replacement of lost key(s) will require a new key request. Consequences of lost key(s) may result in disciplinary action or fee assessment. Reference 06.06.13 Keys & Building Access Cards Policy for additional information.

Complete this form and email to facilities@uah.edu or deliver to Facilities & Operations, Physical Plant Building, Room 102.

REQUESTOR / KEY HOLDER INFORMATION			
REQUEST DATE:		KEY HOLDER:	
REQUESTOR:		KEY HOLDER PHONE:	
REQUESTOR EMAIL:		KEY HOLDER EMAIL:	
REQUESTOR PHONE:		KEY HOLDER A#:	

KEY/LOCK CHANGE INFORMATION			
KEY LOCATION		LOCK CHANGE LOCATION	
BUILDING (KEY):		BUILDING (LOCK CHANGE):	
ROOM NUMBER:		ROOM NUMBER:	
KEY ID# (IF KNOWN):			
JUSTIFICATION FOR REQUEST:			

DEPARTMENT INFO/APPROVAL			
DEPARTMENT:		ORG # TO CHARGE:	
DATE APPROVED:			
DEPT HEAD TITLE:		DEPT HEAD SIGNATURE:	

FACILITIES & OPERATIONS USE ONLY			
DATE REQUEST RECEIVED:		F&O MGR APPROVED:	
WORK ORDER #:		DATE KEY CUT:	
		DATE CUSTOMER CONTACTED:	

KEY PICK-UP	
DATE RECEIVED:	
RECEIVED BY (PRINT NAME):	
RECIPIENT SIGNATURE:	