



CONTRACTOR/VENDOR KEY REQUEST FORM

Please answer all of the questions on this form and return the UAH Department of Facilities & Operations, Physical Plant Building, Room 102; or, email the completed form to facilities@uah.edu.

This form must be filled out completely and signed by an authorized representative before keys will be released to any independent contractor or vendor. Hard keys are to be issued and/or duplicated only by Facilities and Operations. All costs of key recovery or re-keying related to unreturned keys will be the responsibility of the firm to which the keys are issued, and final payment will not be made until the keys are cleared. The individual to whom a key is issued is personally responsible for the use of said key until returned to Facilities and Operations. Individuals must personally sign for a key and shall not loan or transfer said key to another individual.

PROJECT MANAGER INFORMATION

This section to be completed by Facilities & Operations Project Manager to issue key(s):

UAH PROJECT MANAGER:	
BUILDING NAME:	
ROOM NUMBER(S):	
* TARGET ISSUE DATE:	
TARGET RETURN DATE:	

* Please provides a minimum of three (3) business days advance notice from submission of the key request form to the target issue date.

CONTRACTOR / VENDOR INFORMATION

This section to be completed by the Contractor / Vendor to receive key(s):

COMPANY NAME:	
PERSON HOLDING KEY:	
PHONE NUMBER:	
DRIVER LICENSE NO:	
PICK-UP DATE:	
RETURN DATE:	

KEY PICK-UP

Contractor/Vendor to sign & date form upon issuance of key(s):

Acceptance of the key(s) acknowledges agreement of the following: University keys are the property of the University of Alabama in Huntsville. Fabricating, duplicating, or modifying University keys is prohibited. Doors must remain locked at all times. The use of key(s) to allow unauthorized persons to enter the above areas is prohibited. Loss of this key must be reported immediately to the UAH Project Manager (above) and UAH Police Department (256-824-6596) and will result in re-keying costs which will be charged to your company.

DATE ISSUED:	CONTRACTOR'S SIGNATURE:

KEY RETURN

This section to be completed by Facilities & Operations upon return of key(s):

KEY #	DATE RETURNED	RECEIVED BY (SIGNATURE)