



Hard Key Return Form
Return to: Facilities & Operations
Physical Plant Building, Room 124
256-824-6482

Keys should be returned **in person by Key Holder** if he/she is:

- Moving to a new location
- Terminating employment with University (also bring *Employee Separation Checklist*)

Hard keys are to be issued only by Facilities & Operations. A returned key can be assigned to a new employee by completing a Hard Key Request Form. See **Keys & Building Access Cards Policy** [<http://www.uah.edu/images/administrative/facilities/facilities/accesscontrolpolicy.pdf>] for additional information, regulations, and policies.

Keyholder Name

A#

Phone Number

Department

Email

Keyholder Signature

Dean/AVP Signature

KEY(S) BEING RETURNED:

	Building	Room #	Key #	Office Use
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

REASON FOR RETURN:

- Termination
- Office move
- Position change
- Other

ADDITIONAL INFORMATION:

OFFICE USE:

F&O Received

Date

Locksmith

Date