



Last Name <i>(Please Print)</i>	First Name	M.I.
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Key Request Form

Signature of Applicant	Position/Dept.
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Email Address of Applicant (Download and open in Adobe Acrobat to fill out electronic form.)	Phone **New hire? Yes No
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Key Control Policy

1. The Facilities Department will be responsible for the issuance and control of all college keys.
2. Keys will be issued to individuals only for areas where a need can be demonstrated.
3. Keys must not be left unattended.
4. Persons losing keys must notify Public Safety and Facilities immediately, and file a Lost College Property/Key Report.
5. Keys will be replaced at a cost to the individual. Costs range from \$5.00 for a single door key up to \$100.00 for a grand master. The total cost to replace individual keys shall not exceed the cost to replace the corresponding grand master key.
6. Keys must not be loaned to unauthorized personnel.
7. Any unauthorized key found in the possession of anyone will be confiscated immediately.
8. No key may be duplicated.
9. No area will be opened for anyone without proper authorization.
10. In compliance with fire and safety regulations, personal locks are prohibited on all doors and will be removed if found. (Cabinets, lockers, files, etc. may be secured with personal locks).
11. Keys issued are the responsibility of the individual to whom issued.
12. It is the responsibility of the individual to whom keys were issued to return the keys to the Facilities Department upon completion of assignment for which keys were issued.
13. Access control systems not integrated with current applications being used by the Department of Public Safety are prohibited.

Access Needed

Building #	Room #	Office	Classroom	Other Reason

Printed Email of Dept. Head @monroecc.edu

Signature of Dept. Head Date

Signature of Facilities Director, Physical Plant Date

For Office Use Only

Keys Ready Date: _____

Keys Picked Up Date: _____