

### KEY REQUEST

All key requests must be signed by the Department head and Campus Manager or COO. It is the responsibility of the Campus Manager or COO to monitor or deny a request. Faculty and staff members may be issued keys to Houston Community College facilities based upon need of access. Faculty and staff members must be authorized by the appropriate Department head. Key management is an integral part of our security procedure. It is the responsibility of the key holder and the department supervisor to return all keys to the Facilities/Locksmith Department. If the key holder changes job location, department, or terminates employment with Houston Community College System, then keys must be turned in before the last workday.

**DATE:**

**REQUESTOR:**

**EXTENSION:**

**BUILDING:**

**DEPARTMENT:**

**OFFICE LOC:**

**SELECT ONE: NEW KEY    REPLACEMENT OF LOST /STOLEN KEYS    CONTRACTOR    OTHER**

**ARE THE KEYS REQUESTED FOR: PERMANENT    OR TEMPORAY USE    FROM    TO    DATE**

**NOTE: STOLEN /LOST KEYS MUST HAVE A COLLEGE LOST STOLEN REPORT FROM ATTACHED**

**ROOM #**

**NUMBER OF KEYS**

**KEY TYPES**

- A- A-Individual Rooms (Classroom, Closets, Offices, Store Rooms, Gate Key)
- B- Exterior Door
- C- Building Master
- D- Campus Master

\* Complete this form by obtain the authorized signatures and forwarded to: Facilities Locksmith Department Mail Code (1720) or fax to (713) 718 8-5870

**SIGNATURE'S REQUIRED FOR ALL KEYS:    \* CAMPUSES MANAGER SIGNATURE REQUIRED FOR ALL KEYS**

Supervisor's Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

Campus Manager: \_\_\_\_\_ Print Name \_\_\_\_\_

**SIGNATURE'S BELOW ONLY REQUIRED FOR CAMPUS MASTER KEYS:**

COO Signature: \_\_\_\_\_ Print Name \_\_\_\_\_

**FACILITIES LOCKSMITH DEPARTMENT ONLY**

**Maximo Work Order #** \_\_\_\_\_ **Date** \_\_\_\_\_