



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 _____