

# UNCW KEY REQUEST FORM

## INSTRUCTIONS

Work Order No.: \_\_\_\_\_

1. Submit this form to request keys, return keys, or to report lost or stolen keys.
2. After completing this form with appropriate authorization signatures forward to Physical Plant Locksmith Services via fax at 962.2637.
3. Only the Director/Dean of the department or the Designated Key Control (DKC) person is permitted to pick up keys.
4. Physical Plant's Work Order Desk will submit the associated work request upon receipt of this form from Locksmith Services.
5. **AUTHORIZING SIGNATURES:**

Key Level One: Office doors, designated area, suite or sub-master - requires Department Head Signature

Key Level Two: Department master suites used by more than one department, building master, exterior doors, Grand Master - requires signature of Department Head, Physical Plant Director, Dean, Division AVC, Facilities AVC

Key Level Three: Great Grand Masters - requires Key Level 2 approvals plus Chancellor's approval

## REASON FOR KEY REQUEST

New Employee \_\_\_\_\_ Return of key(s) \_\_\_\_\_ Lost key(s) \_\_\_\_\_ NOTE: Police report *must* accompany this request. Other \_\_\_\_\_

Explanation for "Other" Requests: \_\_\_\_\_

## DEPARTMENT INFORMATION

Department Name: \_\_\_\_\_ Department Head: \_\_\_\_\_ Name (print) \_\_\_\_\_ Extension \_\_\_\_\_

DKC Person: \_\_\_\_\_ Name (print) \_\_\_\_\_ Extension: \_\_\_\_\_ Account to be charged: \_\_\_\_\_

## AUTHORIZING SIGNATURES (refer to Instruction No. 5 above)

\_\_\_\_\_  
Department Head Signature / Date

\_\_\_\_\_  
Physical Plant Director Signature / Date

\_\_\_\_\_  
Division AVC Signature / Date

\_\_\_\_\_  
Facilities AVC Signature / Date

\_\_\_\_\_  
Chancellor Signature / Date

## KEYS REQUESTED

### FOR LOCK SHOP USE ONLY

<u>Key Holder</u>	<u>Building</u>	<u>Door Number</u>	<u>Quantity</u>	<u>Visual Code</u>	<u>Key Level</u>	<u>Key Way</u>	<u>Code</u>

**KEYS RECEIVED BY:** \_\_\_\_\_ (Only the DKC or Department Head identified above may pick up keys)  
Signature / Date