

STRICT KEY CONTROL IS VERY IMPORTANT TO YOUR SAFETY AND SECURITY

Department Heads should approve key requests only when there is a demonstrated and legitimate need.

Duplication of keys through external vendors/locksmiths is strictly forbidden.

Keys are not transferable; they must be returned to Facilities upon UMB employment termination or when no longer needed.

Keys must never be lent out.

Department Heads are responsible for enforcing these regulations.

"I have read, understand, and agree to comply with the above key control regulations."

Requestor's Initials: _____

Department Head Initials: _____

Recipient may sign Control Policy at time of pick up.

Please be sure to get Department Head's Initials



PLEASE TYPE THE INFORMATION REQUESTED BELOW

Requestor:

NAME: _____

DEPARTMENT: _____

PHONE NUMBER: _____

Requested Access:

BUILDING: _____

FLOOR: _____

ROOM NO: _____

DEPARTMENT HEAD APPROVAL: _____

(Authorized signature required before key can be issued)

FOR FACILITIES ADMINISTRATION USE ONLY

KEY CODE: _____ KEY#: _____ F.A. APPROVAL: _____

Signature of Recipient: _____ Date: _____

Return Signature: _____ Date: _____

Please be sure to get Department Head's Signature



WHEN? Once your key is ready you will receive notification via email or inter-office mail that your key is ready for pick-up.

WHERE? Service and Supply Building , Upper Level, room 001, between the hours of 7:30 am and 6:00 pm , Monday through Friday.

HOW? To pick up your key(s) please appear in person, with a photo ID. Any questions please call the Facilities office at 617-287-5450.