

HENDERSON STATE UNIVERSITY/SSC - KEY REQUEST

TO OBTAIN KEY(S)

1. COMPLETE THIS FORM
2. GET DEPARTMENT HEAD/DEAN'S SIGNATURE APPROVAL UPLOAD THIS FORM TO WORK ORDER (OR EMAIL FACILITIES@HSU.EDU)
3. A NOTICE BY E-MAIL OR PHONE WILL BE SENT WHEN KEY IS READY FOR PICK UP
4. KEY MAY BE PICKED UP AND SIGNED FOR AT PHYSICAL PLANT OFFICE

DATE: _____

Please issue key(s) to: _____ Phone: _____

Email: _____

Is this request for the replacement of a lost, stolen, or broken key? ___Yes___ No

Access needed to Room #'s: _____

Key Code (if available): _____

Building: _____ Department: _____

Requested by: _____
(Signature of Dept. Head -NO STAMPS) PRINT NAME

Master Key Approval: _____
(Signature of Dean -NO STAMPS) PRINT NAME

Approved by: _____
(Director of Facilities Maintenance) **Master Key(s) must be approved by the Director of Facilities**

I am the person using these key(s) and I will be responsible for returning them when they are no longer needed.

(Signature – To be signed when key(s) are received) _____ **Date:** _____

TO RETURN KEY(S) UPON CHANGE OF OFFICE, DEPARTMENT OR LEAVING THE UNIVERSITY

1. BRING KEYS TO WOMACK HALL HR OFFICE
2. SIGN AND DATE FORM THAT KEYS HAVE BEEN RETURNED
3. HR PERSONELL WILL SIGN SHOWING THE KEY HAS BEEN RETURNED

TO RETURN KEY(S) UPON CHANGE OF DUTIES

1. BRING KEY THAT IS NO LONGER NEEDED TO PHYSICAL PLANT OFFICE
2. SIGN AND DATE FORM THAT KEY(S) HAVE BEEN RETURNED
3. PHYSICAL PLANT OFFICE WILL SIGN SHOWING THE KEY HAS BEEN RETURNED

**If key(s) are lost, IMMEDIATELY notify your Department Head and Physical Plant Maintenance.
New keys will NOT be issued unless University Police and Facilities Maintenance have been notified.**

Keys returned: _____

Signature – To be signed when key(s) are returned) _____ **Date:** _____

Returned to: _____

Date: _____

Title: _____

Dept: _____