

UNIVERSITY OF SOUTHERN MAINE

CAMPUS:

PORTLAND GORHAM

FACILITIES MANAGEMENT

DATE: _____

KEY REQUEST FORM

Justification

Describe Key Needs (EXAMPLE: Need key to open outside door to Scholarly Hall, office 761 and Lab 665.)

New Employee Lost Key - \$15.00 Charge

Office Move Other _____

Facilities Management will issue the appropriate key(s) to meet your needs. Facilities Management reserves the right to reject any Key Requests that are unnecessary.

Please review Key Policy printed on back.

OFFICE USE

Building _____	Room # _____	Key # _____	Hook # _____
Building _____	Room # _____	Key # _____	Hook # _____
Building _____	Room # _____	Key # _____	Hook # _____
Building _____	Room # _____	Key # _____	Hook # _____
Building _____	Room # _____	Key # _____	Hook # _____
Building _____	Room # _____	Key # _____	Hook # _____

PLEASE PRINT:

Issue to / _____
Returned By NAME POSITION PHONE

Department _____
COLLEGE/DEPARTMENT LOCATION OFFICE #

DEPARTMENT HEAD (PRINT) SIGNATURE DATE

Facilities Management will notify the issuer when keys are ready. All keys will be returned to the Locksmith if not picked up within 30 days.

FOR FACILITIES MANAGEMENT OFFICE USE ONLY

TO BE SIGNED UPON RECEIPT OF KEY(S)
I have read and I understand the Key Policy (on back.)

Approved By: _____
Date: _____ Issued To: _____
(Initials)

Signature _____

Payment Received _____
(If Applicable)

Date _____

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FACILITIES MANAGEMENT

KEY REQUEST POLICY

In order to help ensure the safety and security of University buildings, equipment and most importantly, Faculty, Staff and Students, the following mandatory key policy must be adhered to. Key requests must be placed with Facilities Management by means of a *Key Request Form*. Facilities Management will contact requestor if there are any questions regarding the need for keys being requested. Any unresolved discrepancies will be brought to the attention of the appropriate member of the Provost / President's staff.

Keys are issued only to regular or full-time University employees. Students are not issued keys other than to their own residence halls and rooms, as determined by Residential Life. Students desiring access to rooms other than their residence rooms must follow the procedure established by USM Police. USM Police may issue *Student Authorization Forms*, which must be signed and returned to USM Police for issuance of requested keys.

Only one key to any given door will be issued to an individual. If an individual loses a key, they may obtain a replacement key at a cost of \$15.00. Payment must accompany each replacement request.

A *Key Request Form* should accompany all key returns. As part of the exit interview procedure, all University keys must be returned to Facilities Management. Transferring of keys between employees is not allowed. When an employee transfers to a different department or moves to a new location, keys must be returned and a key for the new office must be requested.

An individual within each college, department or office should monitor a "Key Log". A "Key Log" should contain names of the person keys are issued to, date the keys were issued, and numbers on both sides of keys issued to an individual for accuracy. A copy of the completed *Key Request Form* may be used for this purpose. The Facilities Management Office maintains a similar log. Periodic audits by the Facilities Management may be conducted.