

All unclaimed keys will be returned to the locksmith after 30 days.

Request # & Initials (Facilities Operations use only)

Date _____ ID # _____

First Name _____ Last Name _____

Department _____ Extension _____

Job Title _____

Check if New Employee Position: Academic Staff Student

If adjunct or GSA, note expiration date _____

Bldg # (3 alpha/3 numeric)	Room #	Comments
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please note: Keys are only issued or released to end-users.

APPROVALS

Signature _____ Print Supervisor/Department

Signature _____ Print Dean/Vice President

Signature _____ Print Facilities Operations Director

Upon Facilities Operations receipt of this properly completed form, keys may be available for issuance within approximately 5 business days, pending verification of authorization.

INSTRUCTIONS

- Form must be filled out with ink. (No pencil)
- Do not print on the reverse side.
- For tenants and contractors, see other forms.
- If this is a lost key, you must include a Security Incident Report.
- Authorization forms are accepted at the Facilities Operations Office, Building 540.
- Card key access is not requested on this form. Card access is requested at: <https://itservices.fit.edu/keyrequest>