

BRANDEIS UNIVERSITY OFFICE OF FACILITIES SERVICES
LOST KEY FORM

Please note:

Lost or stolen keys must be reported immediately to Public Safety (781-736-5000) in addition to filling out this Form. Students should work with DCL on Resident Hall key's that are lost.

Notify Facilities Services if the key is found, immediately to prevent unneeded charges.

PART I KEY LOST – complete as much as you can below for any key lost

If the lost keys were on a key ring, each key does not need to be listed.

Name: _____ Job Title _____
(Whose key(s) they are)

Signature: _____ Date _____

1.				
	Building #	Door #	Key #	Key Ring #

2.			
	Building #	Door #	Key #

3.			
	Building #	Door #	Key #

Do you need a replacement key(s) (Yes or No) ☐

If Yes, your key will not be made/replaced until 7 days after we receive this form (incase it is found).

If you have more than one key, we will be adding those keys plus this new one on a key ring.

Please provide any details as to where and when you may have lost the key: _____

PART II - APPROVAL – Replacement keys must be approved by the DEPARTMENT DEAN, VP, or DIRECTOR

Approval Authority: _____
Print Name _____ Extension _____

Approved by: _____
Signature _____ Date _____

Position: _____
Dept/Job Title _____ Email _____

Billing Information:

Account	Fund	Cost Center	Program	Project / Grant

Charge-line - (fee's may vary; see key policy for cost.(ie. Most keys charges will be \$50 per key copy)

PART III KEY RELEASE - Signed at time of pickup in Office of Facilities Services (Brandeis ID required)

I accept receipt of the keys listed on this form. (Please note: keys will not be released to student employees.)

Print Name _____ Title _____

Signature _____ Date _____

Returned to: _____
Print Name of Facilities Services Member Receiving Key _____ Date _____

All keys remain the property of Brandeis University and MAY NOT BE COPIED OR TRANSFERRED to any other employee.

AFTER OBTAINING NECESSARY SIGNATURES ON FORM, PLEASE ATTACHED TO WORK REQUEST.

KEYS NOT PICKED UP WITHIN 30 DAYS OF COMPLETION WILL BE DESTROYED AND CHARGED.