BRANDEIS UNIVERSITY OFFICE OF FACILITIES SERVICES
<u>KEY RETURN FORM</u>

<u>Please note:</u>
Every key Issued must be returned to Facilities Services and NOT copied or transferred to other employees
Lost or stolen keys must be reported immediately to Public Safety (781-736-5000) in addition to filling out the Lost Key Form.
Charges will not be applied to members requesting keys when past employees have returned keys properly.
Employees or their Supervisors should be the only ones returning key (unless a key is found or by exception).

PART I   KEY RETURN

Are you returning your own keys (Yes or No)
Are you returning an employee's keys (Yes or No)
Did you find this key (Yes or No)

If yes, please describe when and where you found the key & go to Part V_____

PART II   KEYS BEING RETURNED - Please list every key that is being returned.
If Keys are on a key ring, each key does not need to be listed.

1.
Building #	Door #	Key #	Key Ring #

2. Building #	Door #	Key #		4. Building #	Door #	Key #

3 Building #	Door #	Key #		5. Building #	Door #	Key #

PART III   KEY USER/OWNER.

Employee
(One whose keys these were)   **Job Title**

Are you or is employee leaving Brandeis? (Yes or No)

If you/they are not leaving Brandeis please explain why you are returning this key. _____

If you/they are leaving; provide name of person replacing them (if known) _____

PART IV - SUPERVISOR – Please fill out the info below about the Supervisor of the Employee the keys belonged to.

Supervisors Name: **Job Title**

Department   **Extension**

Email

PART V – SIGNATURES – Signature acknowledges I am returning the key listed above.

Returned by:
_____   _____
Print Name   Date

_____   _____
Signature   Title

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

AFTER COMPLETING THE FORM, BRING KEYS AND FORM TO FACILITIES SERVICES