

**BRANDEIS UNIVERSITY
OFFICE OF FACILITIES SERVICES
KEY REQUEST FORM**

Please note: This form must be approved by the DEPARTMENT ADMINISTRATOR, the ACADEMIC ADMINISTRATOR, or the DEPARTMENT HEAD.

PART I KEY REQUEST - complete for all key requests (i.e., office/room key, storage room keys, etc.)

1.				
	Building #	Door #	Key #	Quantity
2.				
	Building #	Door #	Key #	Quantity

3.				
	Building #	Door #	Key #	Quantity
4.				
	Building #	Door #	Key #	Quantity

Requested by: _____
Print Name Extension

Approved by: _____
Signature Date

Account	Fund	Dept ID	Program	Project / Grant

Chargeline - (\$3.50 charge per key copy)

PART II MASTER/RESTRICTED ACCESS KEY REQUESTS - complete only when requesting master keys or keys to restricted areas

Dean or Vice President's Approval

Signature & Date

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

I accept receipt of the above keys. (Please note: keys will not be released to student employees.)

Print Name & Title

Signature & Date

Please note - all lost or stolen keys must be reported immediately to Public Safety at 781-736-5000.

All keys remain the property of Brandeis University and MAY NOT BE COPIED OR TRANSFERRED to any other employee. They must be returned to the Department's Administrator prior to receiving a final paycheck from Brandeis University.

**AFTER OBTAINING NECESSARY SIGNATURES ON FORM, PLEASE EMAIL TO FACILITIES@BRANDEIS.EDU.
KEYS NOT PICKED UP WITHIN 30 DAYS OF COMPLETION WILL BE DESTROYED.
THE KEY COPY CHARGE ASSOCIATED WITH THE ORDER WILL STILL BE CHARGED.**