## **KEY REQUEST FORM**

Please refer to Facilities Management Website for information regarding Key Policies		
Department:		
Building:		
Name of recipient:		
Key Requested for: Employee Student Dept. Key Cabinet Dept. Key Ca		
Is the use of the room changing? Yes No (i.e., faculty office to staff office or lounge to staff office, etc.)		
Change: From	То	
Room Number	Key Number	# of Keys Required
Account #		
Date:		
Departmental Authorization:		
Departmental Contact Name:  (Administrative Assistant Name or Representative responsible for key distribution)		
Ext. #		
The key request form can be e-mailed to: <a href="mailed-to:keys.And.Swipe@BrockU.ca">Keys.And.Swipe@BrockU.ca</a> or it can be sent through interoffice mail to Facilities Management c/o Keys & Swipe.		
Please allow 7 – 10 days for completion. No key request will be processed without the proper authorization by the Department's Administration.		
Facilities Management will contact the Administrative Assistant when the key(s) are ready for distribution.		
Keys are to be picked-up from Campus Security, Monday through Friday, from 8:30 a.m. to 4:30 p.m. Keys MUST be picked-up by the individual who is receiving the key(s). Brock University ID must be shown, and a Key Issue Authorization Agreement must be signed.		