



Facilities Services | Key Request Document

PLEASE SUBMIT A SEPARATE FORM FOR EACH KEY HOLDER

New Request

Replacement Request (Police Incident Report # _____)

Key Card Extension

REQUESTOR: _____

DEPT: _____

REQUESTOR'S EMAIL: _____

EXT: _____

KEY HOLDER: _____

UNIVERSITY ID #: _____

KEY HOLDER'S EMAIL: _____

PHONE: _____

Faculty

Staff

Student

Contractor*

*Contractors will not be issued primus or a building master and are required to sign additional forms for issuance of Mechanical/Electrical room keys.

BUILDING	ROOM	KEY NO. (TYPE 9999 for key card)	Authorized use start date	Authorized use end date	ISSUE NO. (to be completed by Facilities Service Center Staff)

KEY HOLDER IS APPROVED & AUTHORIZED TO HAVE THE FOLLOWING KEYS:

APPROVER: _____ DEPT: _____ EXT: _____

SIGNATURE: _____ DATE: _____

APPROVER: _____ DEPT: _____ EXT: _____

SIGNATURE: _____ DATE: _____

KEY HOLDER IS APPROVED & AUTHORIZED TO HAVE THE FOLLOWING PRIMUS OR MASTER KEYS:

Key #	Reason for request	ISSUE NO. (to be completed by Facilities Service Center Staff)

- Primus or a building master key requires additional approval(s).

APPROVER: _____ DEPT: _____ EXT: _____

SIGNATURE: _____ DATE: _____

APPROVER: _____ DEPT: _____ EXT: _____

SIGNATURE: _____ DATE: _____

Key Holder/Recipient: (Please complete at time of Key Pickup)

I have received the above key(s) & take full responsibility for their use. I will not loan these keys to anyone and will notify Facilities Service Center promptly upon losing any key. I also agree to return each key to Facilities Service Center upon my permanent departure from the University or upon request from Human Resources or Facilities Services department. I further understand that the unauthorized fabrication, possession or use of keys/card keys to access San Francisco State University facilities and structures are a violation of California Penal Code 469.

KEY(S) PICKED UP BY (PRINT NAME): _____ UNIVERSITY ID: _____

KEY(S) PICKED UP BY (SIGNATURE): _____ DATE: _____

COMMENTS: _____