

**Jacksonville State University
Request for Key(s) / Lock change**

FORM 28

Responsibility for the accountability of keys is shared between the individual, building manager and Capital Planning and Facilities. The individual is responsible for safeguarding the keys and agree to the following restrictions and conditions:

- Do not loan keys to others.
- Do not duplicate or allow keys to be duplicated.
- When entering or leaving locked premises re-lock and secure all doors.
- Assume responsibility for the conduct of any persons admitted to locked areas.
- Notify the Building Manager immediately of lost keys.
- Return all keys prior to departure from the University. Do not give this key to a fellow employee or initiate any interdepartmental transfer of keys. Keys must be returned directly to a supervisor in order to remove the key from the employee's record.
- Return all keys when they are no longer needed in the performance of duties.

Capital Planning and Facilities (CP&F) is responsible for making keys, issuing keys and maintaining an accurate database of all issued and returned keys. The building manager key responsibility is detailed in [IV:02:01 Key Responsibility for Administrative and Academic Buildings](#).

Employees who fail to adhere the key control policy and procedures to may be subject to corrective action.

Employees must sign and date this page as acknowledgement of reading and understanding their responsibility and accountability related to key assignments to Jax State facilities:

Employee Name Printed

Employee Signature

Date

Return this signed page to Capital Planning & Facilities to obtain any assigned keys to Jax State facilities.

**Jacksonville State University
Request for Key(s) / Lock change**

Key Request: For _____
(Print or Type Name)

Reason for key(s) New Employee Additional Access Replace Lost Replace Broken

Other _____

- | | | | | |
|----|--------|----------|--------|-------|
| 1) | # Keys | Building | Room # | Key # |
| 2) | # Keys | Building | Room # | Key # |
| 3) | # Keys | Building | Room # | Key # |

Lock Change

Building _____ Room _____

Reason for lock change _____

Number of keys needed _____

Attach separate key requests for every faculty/staff member who is to be issued keys. Upon the issuance of new keys, the old keys must be returned to the locksmith.

Requested by _____
Department Head _____ Date _____

Approved by _____
Building Manager _____ Date _____

Approved by _____
Capital Planning & Facilities Director _____ Date _____

When the keys are ready, the person to whom the keys will be issued will be notified via email. They may sign for their keys and get them at the Capital Planning & Facilities Department on Forney Avenue. A copy of the signed form will be scanned and emailed to the building manager.

I certify that I have read the University Key Policy and understand my responsibilities.

Key #	Issued to	Date	Return to	Date
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Employee ID# _____ PPD Witness Initials _____