

District Wide Facilities Key Access Form

Instructions

- All keys for buildings are to be returned to the local Facilities Office or HR on or before the date an employee or student ceases to be employed by the College.
- Loaning, lending, or duplicating of keys is prohibited. All keys no longer needed or used should be returned immediately to the local Facilities Office.
- Only (1) key, per door will be issued per Keyholder. Multiple keys will not be issued. If a key is lost the employee will be charged \$20.00 for a replacement key. Replacement keys are given at the discretion of the Facility Manager of each campus.
- Master keys or a complete set of zone keys will not be issued unless approved by the Chief Operating Officer.

Key Holder Information (Person the key will be issued to)

Name		Campus	
Department		Building	
Phone		Room	

Access Requested

Key Type <small>(metal, card)</small>	Building & Room <small>(i.e. BA-201)</small>	Purpose

Required Authorizations

Department Chair/ Supervisor Printed Name and Signature		
Dean/Leadership Team Member Printed Name and Signature		

Justification (To be filled out by authorized signer)

Justification why this key is needed	
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Master/Zone Key Authorizations

Chief Operating Officer Approval Signature	
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Upon Completion: Send this completed form with required signatures to fixit@stlcc.edu. Only submit one form per employee per campus.

To Be Signed At Key Pick-up: I, the undersigned, acknowledge receipt of STLCC building keys. I agree not to loan, share, transfer position of, copy, or alter the key that has been issued to me.

Key Holder Signature and Pick-up Date	
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