

Key Request Form | Office of Facilities Management

Completed key request form must be attached electronically to the SchoolDude Work Order

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone \_\_\_\_\_

Dept. \_\_\_\_\_ Faculty  Staff  Student  Email \_\_\_\_\_ Capital ID \_\_\_\_\_

Building	Room	Key Code
1. _____	1. _____	1. _____
2. _____	2. _____	2. _____
3. _____	3. _____	3. _____
4. _____	4. _____	4. _____
5. _____	5. _____	5. _____
6. _____	6. _____	6. _____
7. _____	7. _____	7. _____
8. _____	8. _____	8. _____
9. _____	9. _____	9. _____
10. _____	10. _____	10. _____

Printed Name of Approver: \_\_\_\_\_

----- Facilities Office Use Only for el. signature via Adobe Sign -----

**\*\*Approval Signature:**

**\*\*Printed Name of Approver:**

**Date:**

**\*\* Signatures fields will be requested by Facilities Office for electronic signature.**

\*\*The Approver must be one of the following: Director, Vice President, Dean, Dept. Chair, Provost, President.

\*\*Notification for completed request and keys ready for pick-up will be sent automatically via SchoolDude when Work Order is Completed.

No additional email will be sent to individuals for keys pick-up.

Keys can be picked up at Facilities Office: Mon-Fri from 8:00am - 4:00pm

**All keys must be returned to the Office of Facilities Management for audit on the last day of work.**