



Key Request Form

Directions: Please attach this form to your Work Request. See page 3 for further procedural information.

Name: _____ Title: _____ Date: _____

Department: _____ Building: _____

E-mail Address: _____ Work/Cell: _____

Funding Acct. #: _____ Work Request/Order #: _____

Signature/Date: _____ Date Keys Received: _____

KEY INFORMATION NEEDED (check all that apply).

____ New Key ____ Problem Key ____ Lost/Stolen Key ____ Desk/Cabinet Key ____ Loaner Key
____ Key Transfer ____ Duplicate Key ____ Key Return ____ Other

Name of New Key Holder(s): _____ Name of Original Key Holder(s): _____

Reason for Request/Additional Information: _____

TYPE OF KEY REQUESTED

NOTE: USE PAGE 2 FOR ADDITIONAL KEY REQUESTS

BUILDING MASTER:	Quantity: _____	Building(s): _____	Room(s): _____
OFFICE DOOR:	Quantity: _____	Building(s): _____	Room(s): _____
STORAGE ROOM:	Quantity: _____	Building(s): _____	Room(s): _____
MECHANICAL ROOM:	Quantity: _____	Building(s): _____	Room(s): _____
BEDROOM DOOR:	Quantity: _____	Building(s): _____	Room(s): _____
PERIMETER DOOR:	Quantity: _____	Building(s): _____	Room(s): _____
I.T. ROOM:	Quantity: _____	Building(s): _____	Room(s): _____
(Only I.T. request)			
FLOOR MASTER:	Quantity: _____	Building(s): _____	Room(s): _____
HOUSING SUITE DOOR:	Quantity: _____	Building(s): _____	Room(s): _____
OFFICE SUITE MASTER:	Quantity: _____	Building(s): _____	Room(s): _____
OFFICE SUITE DOOR:	Quantity: _____	Building(s): _____	Room(s): _____
SUITE SUBMASTER:	Quantity: _____	Building(s): _____	Room(s): _____
CLOSET DOOR:	Quantity: _____	Building(s): _____	Rooms(s): _____
OTHER:	Quantity: _____	Building(s): _____	Room(s): _____

Approved by Department Head/Dean or BC: _____ Title: _____ Date: _____

Approved by VC/AVC if required: _____ Title: _____ Date: _____

Approved by Facilities Operations Director/Supervisor: _____ Date: _____

Request Completed by Locksmith: _____ Date: _____



WINSTON-SALEM STATE UNIVERSITY

Key Form Procedural Statements:

1. Complete form in full with appropriate signature(s), then mail, e-mail/scan, FAX, or deliver form to Locksmith Services. A completed Work Order Request must accompany this form or precede it with reference to this completed form. ** Please remember that missing information on form may cause delay in timely processing of key requests. **
2. I understand that by accepting these keys I am accepting full financial responsibility for any cost that may be incurred due to the loss or theft of these keys. I also understand that these keys are the property of Winston-Salem State University and that these keys must be returned upon request or upon termination of employment or enrollment, or upon transfer to another department or program.
3. Problem key(s) must be hand delivered (Do not mail.) to the LOCKSMITH SERVICES or arrangements made by the key holder for a Locksmith to pick-up.
4. The responsible Department Head (DH), Supervisor (Sup) or Building Coordinator (BC) shall complete this form to report Lost, Stolen or Unreturned keys to Locksmith Services after reporting this to Campus Police and obtaining a Campus Police Report. **LOST, STOLEN, OR UNRETURNED KEYS MUST BE PROMPTLY REPORTED TO CAMPUS POLICE** and a copy of the Campus Police Report is required with this completed form. If needed a separate Key & E-Key Request must be completed before replacement of lost, stolen or unreturned keys can be made.
5. The Original Key Holder needs to complete a Key Return form in full and return keys to their Supervisor. The Supervisor of the New Key Holder needs to complete Key Transfer form in full, obtain departmental approval signature per authorized level, and assign key(s) to the New Key Holder.
6. Key Return obtain appropriate signature(s) and then hand deliver (Do not mail.) form with the key(s) to LOCKSMITH SERVICES or arrangements are to be made by the key holder for a Locksmith to pick-up.
7. For additional key requests that cannot fit on the form, use Page 2 or another form labeling it page 2,3,...etc.
8. Definitions: Loaner Key – is a key that has been checked out by the user and return upon an agreed time. Single Key- is a key that allows one (1) entry. Pass Key –is a key that allows entry into more than one area. (Example1): Residence suite door and bedroom entry. (Example 2): office suite and office door. Master Key – allows multiple entries into different areas.

WSSU KEYS ARE NOT TO BE DUPLICATED.

KEYS MUST BE RETURNED TO FACILITIES OPERATIONS KEYING DEPARTMENT OR SUPERVISOR OR BUILDING COORDINATOR UPON REQUEST OR TERMINATION