



Facilities Management Metal Key Request Form

Facilities Management will administer all metal key requests. **The individual requesting the metal key (the one who will be using it) must be the one who signs and picks up the metal key at Facilities Management.** Metal keys are presumed lost if not received by Facilities Management within 30 days following employment termination or otherwise requested. **Lost metal keys will result in the rekey of that room and the reissue of metal keys to all affected individuals at the expense of the individual or department responsible for this loss. There is absolutely no trading of metal keys between individuals allowed. Immediately return all metal keys no longer in use by an individual to Facilities Management.**

Pick up metal keys at the Facilities Management Office within 14 days after notification.

How to submit your Metal Key Request Form:

- 1.) Scan your completed and fully authorized metal key request form.
- 2.) Return the fully authorized form to Facilities Management by attaching the scanned document to a Facilities Management work request. You can submit a Facilities Management Work Request by selecting the following link:

<https://www.chapman.edu/campus-services/facilities-management/services/work-requests/index.aspx>.

Name: _____ Ext: _____
(Print Name)

Department Name: _____ Dept No.: _____

Email: _____ Cell Phone: _____

Metal Key(s) Requested:

Request metal key(s) for one building; one individual per request form.

				Facilities Use Only		
#	Building Name	Room #	File #	Label	Key Cuts	Key Code
1						
2						
3						
4						
5						
6						
7						

Signatures:

(Complete signature authorization is required before metal keys will be cut for distribution.)

Department Chair: _____ Date: _____
(Signature) (Print Name)

Received by: _____ Date: _____
(Signature...By Requestor Only) (Print Name)