

Circle One Request: KEY "OR" BLDG ACCESS CARD**PART A** (See Instructions on Reverse side) DATE _____Campus _____ Dept. _____ Dept. Head's Approval _____
SignatureBldg No. _____ Door No. _____ Room No. _____
Dean or V.P.'s Approval _____
SignatureThis key will be used for access to a: _____ **CHECK ONE:** Contractor _____ Full Time _____Key User _____ Tele No. _____ Part Time _____ Adjunct _____
Printed Name & Company if not FGC**PART B TO BE FILLED IN BY COLLEGE FACILITES ONLY**

NOTES: _____ Key Way / Dept. # _____

Hook # _____ Key # _____ Serial # _____

Number of Keys Issued: _____ Date of Pick-Up _____

Picked Up By: _____ Signature _____
Delivered By _____
College Facility Employee's Signature**PART C**Acknowledgement of Returned Key _____ Returned by: Signature _____ Date _____
College Facility Employee's Signature

NOTE: The requesting party must sign and date the request when they receive the key/access card, and again when the key is returned to Facilities or Technology.

INSTRUCTIONS

1. Complete PART A, obtain appropriate Department Head and Dean or Vice President's approvals for EACH key access needed.
After all approvals:
Bldg. Access Card requests should be sent to the Technology Dept., Bldg. 21.
Hard Key requests should be sent to Facilities, Bldg. 26.
2. When the key or access card is available, the department facilitating the request will notify the person requesting the key. The Key Request is kept until the key is returned.
3. When the key or access card is returned, acknowledgement will be signed by the facilitating department and by the party returning the key.
4. If a KEY or ACCESS CARD IS LOST a letter from the person who signed out the key should be sent to their Department VP or Dean and then forwarded to Facilities or Technology, and a key/access card request should be forwarded with the letter if a replacement key is needed.
See FGC Policy: Keys, Number: 6Hx12:10-02

Preparer's Name: _____ Ext.: _____