

## KEY REQUEST AUTHORIZED PERSONNEL LIST

Effective immediately, Plant Services will accept electronic key requests from authorized staff only.

The following staff are authorized to submit electronic key requests for room/door keys, exterior building keys, and submaster keys, that are needed to obtain access to an individual's regular work area:

Name:	Title:
Name:	Title:
Name:	Title:
Name:	Title:

Requests for **master keys** and keys **that are not in an individual's regular work area** will require the print version of the Key Request Form to be completed and forwarded to Plant Services with the appropriate signatures.

All persons, other than the above listed authorized staff, submitting requests will be required to use the print version of the Key Request Form and obtain the required signatures before sending to Plant Services

The above listed staff are authorized to submit electronic key requests to Plant Services until otherwise notified.

\_\_\_\_\_  
Administrator Name (Please print)

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date