



For office use only - date completed: \_\_\_\_\_

Individuals receiving keys must submit this completed form to the University of Pittsburgh Greensburg Facilities Management Department. The Facilities Management Department will notify the keyholder when the key is ready for pick up. (Please allow two working days for processing.) Your key may be picked up from the Facilities Management Department between 9:00 am and 4:30 pm. Lost keys must be reported to Facilities as soon as you are aware of the loss.

**Section A:**

<b>Requesting Department</b>	<b>Request Date</b>
<b>Department Contact</b> (Print Name)	<b>Phone</b>
	<b>Email</b>

**Section B: Please issue the following key(s) to:**

<b>Name</b>	<b>Email/Phone</b>
<b>Are keys already in department's possession?</b> If <b>NO</b> - Date new keys are needed:	If keys are being transferred, please include name of <b>PREVIOUS</b> key holder:
<b>Faculty</b> <input type="checkbox"/>	<b>Staff</b> <input type="checkbox"/> <b>Student</b> <input type="checkbox"/>
<b>Key#(s)</b>	
<b>Building Name (Required)</b> (Complete separate form for additional buildings)	<b>Room Number(s)</b>
<b>Keyholder Signature</b>	<b>Estimated Key Return Date (optional)</b>
<b>Please ensure Section D is completed for a building master or restricted key request.</b>	

**Section C: Approval Signatures**

<b>Department Head</b> (Print Name)	Signature: _____	Date: _____
<b>Supervisor/Key Signatory</b> (Print Name)	Signature: _____	Date: _____

**Section D: All Key Requisitions for building masters or restricted keys must be signed by the Director of Facilities**

Director (Facilities Management and Operations)	Date: _____
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The above issued keys are University property and are your responsibility. Fabricating, duplicating or modifying University keys is prohibited. DO NOT loan your key to anyone. Report lost or stolen key(s) to your Supervisor, University Police and Facilities as soon as possible. Key(s) must be turned in to Facilities at the end of your assignment and/or employment.