

Physical Plant

**STUDENT or OFFICE KEY SET REQUEST FORM**

revised 03/20/14



LOUISIANA TECH  
UNIVERSITY®

New Request

Replacement Keys

Date: \_\_\_\_\_

Department Contact Name: \_\_\_\_\_

CWID: Student Key Set or Office Key Set

Department Name: \_\_\_\_\_

Position: Student or Office Set

Department Account #: \_\_\_\_\_

Email: \_\_\_\_\_

Department Phone #: \_\_\_\_\_

Keys Requested To:

<u>Building Name</u>	<u># Keys Needed</u>	<u>Room/Door</u>	<u>Key/Core #</u>	<u>Expiration Date</u>

We acknowledge that the Department will be responsible for issuing, tracking, and retrieving all keys issued to students or assigned to the office key set within our department. In the event a key is lost we understands that it is the Departments responsibility to immediately report lost keys to the Physical Plant and pay any required fees for replacement locks and keys. Refer to Policy 4106 for a complete list of fees and responsibilities.

Department Head: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

Dean: \_\_\_\_\_  
Print Name

\_\_\_\_\_  
Sign Name

Request for a building master key requires approval from:

**Assistant VP for Administration & Facilities:** \_\_\_\_\_

Submit the completed form to the Physical Plant. Once the keys are complete, the Department will be contacted at the number/email listed above to pick up the keys. Before the keys are given to the Department, a Department Representative will be required to sign below indicating that they have received the requested keys.

**Note: Keys will only be held at the Physical Plant for 30 days after notification of availability.**

**DO NOT COMPLETE THIS PORTION UNTIL KEYS ARE RECEIVED**

I certify that I have received the keys that were requested above.

Department Representative: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURNED KEYS**

Received By  
Whom: \_\_\_\_\_

Signature of  
employee: \_\_\_\_\_

Date: \_\_\_\_\_