

Physical Facilities Key Request

Section 1: Information

Building 6, Room 1206

Lock Shop Hours are 8:00 AM to 3:15 PM

- ① Only Intellikeys will be issued to Part-Time Faculty, Students or OPS Employees.
 - ① Key(s) is issued only to a key holder, and the key holder must sign for the key(s).
The key holder is responsible for the key(s) and must return the key(s) to the Lock Shop when changing department offices or upon termination of employment with the University.
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Section 2: Key Holder Information

All fields in this section are required.

Key Holder N Number: N_____

Employee Type: _____

Employee Position: _____

Employee Department: _____

Employee Phone: (904) 620-_____

Employee Email: _____@unf.edu

Workday Financial Key: _____

Cost Center Approver: _____

For Part-time, Student and OPS, enter key expiration term:

Section 3: Department Contact Information

All fields in this section are required.

Contact Person: _____

Contact Phone Number: (904) 620-_____

Contact Email: _____@unf.edu



Comments: _____

Section 6: Approvals

Please find the list of space owners on the Physical Facilities website. Signature approval from all space owners is required in order for this form to be processed. Electronic signatures and physical signatures will be accepted.

Key Holder Signature: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____



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Additional Space Owners (if needed):

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

Space Owner Signature: _____

Space Owner Printed Name: _____

Date: _____

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Date: _____

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Date: _____