

# **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.
- 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.

# **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: <u>(904) 620-</u>			
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: <u>(904) 620-</u>			
Contact Email:@unf.edu			



If this is a replacement key, then this section is required. If this is not a replacement, leave this section blank. If the key was lost or stolen, include UPD Report Number.

Was the key lost or stolen? :	
Reason:	
UPD Report Number (if stolen):	

#### **Section 5: Locations and Justification**

List the locations to which the key holder requires access. Along with any justification or additional information that may be helpful.

**Spaces:** In the spaces provided below, list all of the spaces needed.

Building Number	Room



Building Number	Room



## **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:	



Additional Space Owners (if needed):	
Space Owner Signature:	
Space Owner Printed Name:	
Date:	
Space Owner Signature:	
Space Owner Printed Name:	
Date:	
Space Owner Signature <u>:</u>	
Space Owner Printed Name <u>:</u>	
Date <u>:</u>	
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Space Owner Printed Name <u>:</u>	
Date:	