

Simmons University Key Request Form		**Facility use only		Work Order #		
		Key #	Key Type	Bld Code	Dept Code	Date Issued
		Key 1:				
		Key 2:				
		Key 3:				
		Key 4:				
		Key 5:				
Applicants Name (Last, First, Middle)		Date Needed:	Today's Date:			
					Faculty Staff Contractor	
Dept:		Ext:	Email address:			
Reason Key Requested						
New Lost Other (please explain):						
Delivery Instructions/Location:		Building:	Room:			
1st Key (room/office)		Building				
2nd Key (room/office)		Building				
3rd Key (room/office)		Building				
4th Key (room/office)		Building				
5th Key (room/office)		Building				
Approval of Department Chair/Director:						
Print:		Sign:	Date:			
Approval of Facilities Dept. Authorizer/s (senior management required only for masters):						
Print:		Sign:	Date:			
Signature of Key Recipient:						
Print:		Sign:	Date:			
Completed forms must be scanned and attached to your work order requested submitted in Schooldude (fixit.simmons.edu).						
Please note, key recipients will be notified when keys are ready to be picked up at the Facilities office located in the MCB basement E008. Key requests will be processed within 7 working days from Facilities receipt of the Key Request Form.						
In return for the loan of this key, I agree:1) not to give or loan the key to others;2) not to make any attempts to copy, alter, duplicate, or reproduce the key;3) to use the key for authorized purposes only;4) to safeguard and store the key securely; 5) to immediately report any lost or stolen keys; 6) to produce or surrender the key upon official request.						
By signing this form, the key recipient acknowledges that has read and understood the Simmons University Key Policy.						