

NORTH CAROLINA CENTRAL UNIVERSITY
DURHAM, NORTH CAROLINA

PROCEDURES FOR OBTAINING KEYS TO BUILDINGS, CLASSROOMS, AND OFFICES

1. Keys to buildings, classrooms, and offices will be issued from the Physical Plant Director's Office.
2. Forms for requesting keys may be secured from the Physical Plant Director's Office.
3. Please fill in form, secure the approval of the Department Chairperson and the Building Supervisor. Bring the approved form to the Physical Plant Director's Office for processing with proper identification (Driver's License). The key(s) will be issued by the University Locksmith (Room 112), Physical Plant Building Copies will be distributed as indicated on the bottom of this form. **NOTE: ALL KEY REQUISITION FORMS MUST BE TYPED. HANDWRITTEN FORMS WILL BE RETURNED.**
4. When a person is granted a leave of absence or when a person is leaving the employment of institution, all keys must be returned to the Physical Plant Director's Office.
5. Because of the added expense to the University to purchase and replace missing keys, a fee will be imposed for each key misplaced and any lock changes.

A RECORD OF THE KEY TRANSACTIONS OF _____

(A separate key requisition form must be submitted for each person requesting key)

REQUEST FORM

RECEIPT FORM

RETURN FORM

DATE	BUILDING	DOOR NO.	NO. OF KEYS	DATE	NO. OF KEYS	DATE	NO. OF KEYS

APPROVED:

SIGNED _____

DEPARTMENT CHAIRPERSON OR DEAN

SIGNATURE (PERSON RECEIVING KEY(S))

SIGNED _____

PHYSICAL PLANT DIRECTOR

SIGNED _____

BUILDING SUPERVISOR

SIGNED _____

VICE-CHANCELLOR (MASTER KEYS ONLY)

COPY DISTRIBUTION: (THIS FORM MUST BE SUBMITTED IN QUADRUPLICATE)
PHYSICAL PLANT, DEPARTMENT CHAIRPERSON, BUILDING SUPERVISOR, PERSON RECEIVING KEY(S)