

## **Key/Card Building Access Request Procedures**

Step 1: Fill out K1 Key/Building Access Request

Step 2: Have Director/Chair/VP sign approving the K1

Step 3: Bring original completed K1 form to Physical Facilities

Step 4: Physical Facilities will create TMA work order

Step 5: TMA work order will be completed by Locksmith.

Step 6 : Physical Facilities will call requester using information on K1 and inform them that keys are ready to be picked up.

### KEY/BUILDING ACCESS REQUEST

To: Physical Facilities Date: \_\_\_\_\_

From (Department/Organization): \_\_\_\_\_

Requested by: \_\_\_\_\_ Ext. # \_\_\_\_\_

**Request for Key(s)**  New Employee  Current Employee  Contractor

Issue to: \_\_\_\_\_ CU ID: \_\_\_\_\_

Position/Title: \_\_\_\_\_

BLDG.	ROOM NO.	NO. OF KEYS
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Request for Card Swipe Access:**  New Employee  Current Employee  Student Worker  Contractor

Start Date of Access: \_\_\_\_\_ Ending Date of Access: \_\_\_\_\_

BLDG(s): \_\_\_\_\_

Charge to Acct: \_\_\_\_\_ Approved: \_\_\_\_\_

Director/Chair/VP

**Emergency Repairs**  
**7:00 a.m. to 5 p.m. – Call 2415**  
**After Hours - Call 2911**