



# BUILDING ACCESS FORM

2022 Revision

Requestor: \_\_\_\_\_

Department: \_\_\_\_\_

Phone: \_\_\_\_\_

Employee Status: Full Time  Faculty

Date: \_\_\_\_\_

Employee ID# \_\_\_\_\_

E-Mail: \_\_\_\_\_

Staff  Other

## KEYS

**BEFORE KEYS ARE ISSUED, EMPLOYEE MUST HAVE I.D. BADGE**

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Reason for Request:

New Hire  Office Move  Other

Reason: \_\_\_\_\_

## ELECTRONIC ACCESS

**BEFORE ELECTRONIC ACCESS IS ISSUED, EMPLOYEE MUST HAVE I.D. BADGE**

Building: \_\_\_\_\_

Room Number: \_\_\_\_\_

Reason for Request:

New Hire  Office Move  Other

Reason: \_\_\_\_\_

Keys are issued by the University Control Specialist. Keys can be picked up or returned to the Collier Physical Plant Building during normal working hours. A photo ID will be required to pick up keys; only the requestor can sign for and receive keys. Lost or misplaced keys should be reported to LUPD at 5555, Buildings & Grounds or your immediate Supervisor. You are financially obligated to return all keys issued to you when you are no longer an employee of the University. Office moves require previous keys to be turned in.

**PLEASE EXPECT 3 to 5 BUSINESS DAYS BEFORE KEYS & ACCESS WILL BE ISSUED.**

**This form must be printed landscape style or will be rejected by Facilities & Planning**

**ALL SIGNATURES MUST BE LEGIBLE**

Immediate Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Department Head/Director/Dean: \_\_\_\_\_

Date: \_\_\_\_\_

Vice President: \_\_\_\_\_

Date: \_\_\_\_\_

Director of Facilities & Planning: \_\_\_\_\_

Date: \_\_\_\_\_

President: *(Required on all ANO keys)* \_\_\_\_\_

Date: \_\_\_\_\_