UTC KEY REQUEST FORM

Please allow 10 business days to process your request. You will be notified through your UTC email address when your key is ready. Keys must be picked up within 30 days of notification of completion or the key request will be voided and the keys recycled. Keys must be returned directly to Facilities Planning & Management

***Note: Keys will not be issued to non-regular employees (including graduate students) or card-swatch doors. Please refer to our departmental key policy for more information. ***

Name_________________________ ____________________________
(Last Name) (First Name) (Middle Initial)

Department_________________________ ____________________________
(Mail Code) (Department Name)

Department Phone________________ Requester Phone________________

UTC Email Address_________________________ (firstname-lastname@utc.edu)

Reason: □ New Employee □ Replacement □ Other (provide details below)

Dept. Acct. Number________________ Police Report Number________________
(Police Report and Department Account Number required for replacements only)

** There will be a $5 charge for replacement keys**

**List room numbers only. Please attach additional page(s) if more than 5 areas are being requested**

<table>
<thead>
<tr>
<th>QTY</th>
<th>BUILDING NAME</th>
<th>ROOM #</th>
<th>DEPT HEAD INITIALS</th>
<th>LEAVE BLANK</th>
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FACILITIES USE ONLY

Note: Some requests may require additional approval. Facilities will initiate any additional approval or routing.

**Special Circumstances/Requirements or Remarks:**

Note: Only the individual requesting keys may pick them up. Requester must be present along with a valid UTC ID. Keys can be picked up at Facilities Planning & Management, Administrative Building, 400 Palmetto Street within 30 days of notification. Keys must be returned to Facilities Planning & Management when no longer needed, the lock is changed, duties have changed, or employment at the University is terminated.

FOR FACILITIES USE ONLY

☐ Request Denied
☐ Key(s) Denied
☐ Request Changes
☐ Request on Hold
☐ Request Complete

Locksmith Initials: Other:

Date Received:

Date Emailed:

Acknowledgement of Key Policy: ____________

June 2022