SHORELINE COMMUNITY COLLEGE KEY REQUEST

ISSUING A KEY PROCEDURE

NOTE: Use one Key Request form per employee. Please do not make multiple employee key requests on one form.

1. Fill out the Requestor and Employee Requesting Key(s) sections of this form.
2. Obtain appropriate approval signature (see below).
3. Send this completed form to "Safety & Security" in Room 5102.
4. When your key/keys request has been fully processed, you will be notified when the key(s) is ready for pickup.
5. Pick up your key/keys when the Room 5102 "Safety & Security" service counter is OPEN as follows:
   - Monday through Thursday from 9:00am – 4:00pm OR
   - Friday from 9:00am – 3:00pm.

NOTE: Please bring your picture ID when you come to pick up your key(s).

REQUESTOR INFORMATION	
Requestor Name (print)	**Dean, Director, Executive Director, or VP Approval Signature**

Date Requested	**Program/Department**	**Phone Extension #**

EMPLOYEE REQUESTING KEY(S) INFORMATION

Employee Last Name (print)	Employee First Name (print)	Employee Phone Ext. or Contact Information	
Employee Classification		**Building #**	**Room #**
☐ FT Administration	☐ FT Faculty		
☐ FT Staff	☐ PT Staff		
☐ PT Faculty	☐ Other (please explain below)		
Comments			

SAFETY & SECURITY USE ONLY

Room #	Key #	Comments

FACILITIES USE ONLY

Date Received	Date Completed	Completed by Signature
Date Notified	**Time Notified**	**Comments**