



BUILDING/MASTER KEY REQUEST FORM

Key Holder Information

Check Appropriate Box: Key Request Key Return Key Re-Assign Lost Key/Replacement

Date:	Complete for Key Re-Assign Only
Key Holder Name/Title:	Key Holder Name/Title:
Department:	Department:
Building/Room:	Building/Room:
Campus Phone Number:	Campus Phone Number:
Email Address:	Email Address:

Employee (Signature)	Employee (Print Name)
Department Chair (Signature)	Department Chair (Print Name)
Dean/Director (Signature)	Dean/Director (Print Name)

FOR MASTER KEYS ONLY

Campus Police (Signature)	Campus Police (Print Name)
AVC Facilities (Signature)	AVC Facilities (Print Name)

FAYETTEVILLE STATE UNIVERSITY KEY(S) ARE NOT TO BE DUPLICATED

TO BE COMPLETED BY KEY HOLDER (One Key Per Person Per Room)			FOR LOCKSMITH STAFF ONLY			
Quantity	Room #	Building	Hook #	Key Code	Issue Date	Signature

IMPORTANT POLICY STATEMENT:

1. Complete form, obtain signatures. Attach completed form to the electronic work order request via [WebTMA](#).
2. **CONFIRMATION** will be sent via email for receipt of Key Request and **NOTIFICATION** via email to pick up key(s).
3. Key Holder must pick up key(s) and bring picture identification. If someone pickup key(s) on behalf of key holder, the person must have an **original** signed memo from department chair/director approving key pickup.
4. **NO** students are allowed to pick up keys; however, this does not include student employees.
5. Key(s) can be picked up at **Williams Hall** upon receiving an email notification.
6. Key(s) **MUST** be picked up within **30 days** upon receiving an email notification for pick up.
7. Key Holder must return key(s) to Locksmith on request or upon termination.
8. Both parties must be present to complete key re-assignment.
9. For Lost Key(s) / Replacement Key(s), please include receipt copy from **Cashiers Office located on the 2nd Floor of Lilly Gym**.
10. Key Request(s) can be denied if but not limited to any of the following [Building Access Policies and Procedures](#) via Fayetteville State University Web page - Facilities Management

ALLOW 4 TO 5 DAYS TO PROCESS KEY REQUEST UPON RECEIVING EMAIL CONFIRMATION
FOR INFORMATION REGARDING THE STATUS OF YOUR KEY REQUEST
CONTACT OUR FACILITIES 411 CALL CENTER AT 910-672-2411 OR EMAIL:
FACILITIES411@UNCFSU.EDU