

Please Check Appropriate Box:

- ☐ New Key
☐ Lost Key Replacement

Key Request Form

This request is for a physical metal key.

For UNE ID card access requests, email idcard@une.edu.

Date: _____

Employee Name: _____

Department: _____

Phone Extension or Email Address: _____

Please complete this section for **New Employees**

Please Produce keys for the **above-named employee** for the following buildings and rooms:

Office Number: _____

Other Spaces Needed: _____

Please complete this section for **Office Moves**

Current Office Location (include building and office number):

New Office Location (include building and office number):

Employee (Signature) _____

Department Head (Printed) _____

Department Head (Signature) _____

Please complete this form with the appropriate approvals and create a work order in MaintainX. Choose Key and Lock for the "Craft", then scan and include this key request as an attachment. You will receive an email from Facilities@une.edu when your key is ready to be picked up.

For FACILITIES ONLY:

Requests for Masters, Submasters, or Building Entrance keys will need to be approved by the Director of Safety and Security. The Locksmith will get Security's approval if necessary.

Director of Safety and Security

Date