UNIVERSITY OF NEW ENGLAND
INNOVATION FOR A HEALTHIER PLANET

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):

_____

Please check one:
- ☐ **Private Space**
- ☐ **Shared Space**

Employee (Signature) _____

Department Head (Printed) _____

Department Head (Signature) _____

Please complete this form with the appropriate approvals, create a work order in MaintainX and include this key request as an attachment. You will receive a confirmation from MaintainX that the work order has been done. Stop by Facilities M-F, 8am-4pm to pick-up your key, bring your UNE ID. PC – Wait 48 hours from the time you received the completed work order notification to pick up your keys.

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**

Revised: 10.01.25