PROCEDURES FOR OBTAINING KEYS/CARDS ACCESS TO BUILDINGS, CLASSROOMS, AND OFFICES

1. Keys to classrooms and offices will be issued from the Facilities Services Lock Shop. Building Master and Great Grand Master keys will be issued from the Facilities Services Director's office. Great Grand Master keys will be approved by the Vice Chancellor's Office.

2. Please fill out the form completely and secure the approvals of the Department Head, Chair, or Designee, and the Building Supervisor. Bring the approved form to the Facilities Services Lock Shop for processing along with proper identification (Driver's License or University Photo ID). The key(s) will be issued by the University Lock Shop (Room 112 in the Physical Plant) between the hours of 8:00 a.m. and 9:00 a.m. or 4:00 p.m. and 5:00 p.m.

NOTE: ALL KEY REQUISITION FORMS MUST BE TYPED. HANDWRITTEN FORMS WILL BE RETURNED.

3. When a person is granted a leave of absence or when a person is leaving the employment of NCCU, all keys must be returned to the University Lock Shop in Room 112 at the Physical Plant.

4. Because of the added expense to the University to purchase and replace missing keys, a fee will be imposed for each key misplaced and any lock changes. Office/Classroom-$20.00, Building Master-$1,200.00, Janitor Master-$1,200.00, Mechanical Rooms-$1,200.00, Great Grand Master-$5,000.00

A RECORD OF THE KEY TRANSACTIONS OF

Please type person’s name above.

Banner ID# ____________________________ or DL# ____________________________

NEW [ ] REPLACEMENT [ ]

REQUEST FORM RECEIPT FORM RETURN FORM

<table>
<thead>
<tr>
<th>Date</th>
<th>Building Number (s)</th>
<th># of Keys</th>
<th>Date</th>
<th>Keys</th>
<th>Date</th>
<th>Keys</th>
</tr>
</thead>
</table>

REASON FOR REQUEST: [ ] LOST KEY [ ] BROKEN KEY [ ] OTHER ________

APPROVED:

PRINT & SIGNED DEPT. HEAD, CHAIR, OR DESIGNEE

SIGNATURE OF PERSON RECEIVING KEY(S)
I hereby represent that I have carefully reviewed and Understand the "Procedures for obtaining keys to the Building, Classrooms and Offices," including the Obligation to pay for the missing key replacement cost.

PRINT & SIGNED BUILDING SUPERVISOR

LOCKSMITH'S SIGNATURE FOR RETURNED KEYS

SIGNED LOCK SHOP (Office Keys/Classroom Keys ONLY)

VICE CHANCELLOR (GGMK ONLY)
Great Grand Master Only

SIGNED FACILITIES SERVICES DIRECTOR
(Building Master or GGMK)