

UMass Boston Key Request Form



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Return to Facilities Administration

Report Center: 617.287.5450 • Service and Supply Building, Upper Level

STRICT KEY CONTROL IS VERY IMPORTANT TO YOUR SAFETY AND SECURITY

- Department Heads should approve key requests only when there is a demonstrated and legitimate need.
- Duplication of keys through external vendors/locksmiths is strictly forbidden.
- Keys are not transferable; they must be returned to Facilities upon UMB employment termination or when no longer needed.
- Keys must never be lent out.
- Department Heads are responsible for enforcing these regulations.

I have read, understand, and agree to comply with the above key control regulations

Requestor's initials: _____ Department Head initials: _____

Recipient may sign Control Policy at time of pick up.

Please be sure to get Department Head's initials



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PLEASE FILL IN THE INFORMATION REQUESTED BELOW

Requestor

Name: _____

Department: _____

Phone number: _____

Requested Access

Building: _____

Floor: _____

Room number: _____

Department Head Approval

Authorized signature required before key can be issued

FOR FACILITIES ADMINISTRATION USE ONLY

Key code: _____ Key # _____ F.A. approval: _____

Signature of recipient: _____ Date: _____

Return signature: _____ Date: _____

Please be sure to get Department Head's signature



When?

Once your key is ready you will receive notification via email or inter-office mail that your key is ready for pick-up.

Where?

Service and Supply Building, Upper Level, room 001, between the hours of 7:30 a.m. and 6:00 p.m., Monday through Friday.

How?

To pick up your key(s) please appear in person, with a photo ID. Any questions please call the Facilities office at 617.287.5450