



Designer / Contractor Key Request

Office of Facility Services

This form is to be completed by the Designer or Contractor, signed and returned to the LSU Project Manager.

Facility Services Project

PDC Project

Other

Requestor Information

Company Name

Title

Last Name

First Name

Driver's License or ID #

Phone Number

Email Address

Date

Key Information

Building

Room #

Key Code

Comments

Building

Room #

Key Code

Comments

Begin Date

End Date

Approval

Project Manager (Printed Name)

Signature

Date

Issuance Agreement

I acknowledge receipt of the above listed key(s) and adhere to the key control policies and procedures as per the University Rules and Regulations:

- A. Key(s) remain the permanent property of Louisiana State University.
- B. Individuals may not loan keys to anyone.
- C. Only an LSU locksmith may duplicate LSU keys.
- D. Building Coordinators are the only authorized individuals to unlock doors, and only when they are certain that the individual is authorized to be in the building/room/area.
- E. Upon termination of contract, key(s) must be returned to the Facility Services Lock Shop. A fee will be charged for each unreturned key, plus the cost to replace each core that the key operates (Master Keys will open multiple cores). During periods of extended leave or a leave of absence from the project, the key(s) must be returned to the Facility Services Lock Shop.
- F. If a key is lost or stolen, the Project Manager and LSU Facility Services must be notified. Also, a police report must be filed with LSU PD and a copy of the report must be attached to the FS Work Order.

Contractor / Designer Signature (Sign Only Upon **Receiving** Keys)

Date

Contractor / Designer Signature (Sign Only Upon **Returning** Keys)

Date

Approval Signature (Facility Services Lock Shop)

Date