

# Key Request

Email or drop off completed form to:

fmadmin@stfx.ca, Facilities Management, Service Desk (Tin Room), MacDonald Hall

Name:

Email:  Phone #:

Department:

**Status of Applicant**

Faculty     Visiting Faculty/Fellowship     Staff     Student     Graduate/Master Student

**Temporary Key Issue**    **Expiry Date:**     **Student ID #**

Outside Contractor    Company Name:     Phone #:

**Building Information:**

Building Name

Room Type  Room #

Room Type  Room #

Room Type  Room #

Room Type  Room #

Internal Use Only				
Hook #	Key #	Contacted	Picked up	TMA
Hook #	Key #	Contacted	Picked Up	TMA
Hook #	Key #	Contacted	Picked Up	TMA
Hook #	Key #	Contacted	Picked Up	TMA
Hook #	Key #	Contacted	Picked Up	TMA

**Note:**

1. One form per individual
2. Keys remain the property of StFX University and the applicant is responsible for return of all keys when due
3. Keys MUST be signed for and picked up by applicant
4. Applicant will have 10 working days to retrieve keys following contact by Key Control Centre

**Dean, Director or designate signature is mandatory. Incomplete or unauthorized requests will not be processed.**

Approved By (Please Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Signature at key pickup: \_\_\_\_\_

Date: \_\_\_\_\_

Reset Form