

NC State College Facilities Department Lost Key Form 17-401b

Date Reported _____
 Employee Name _____ Office Phone: _____
 Position _____ Department _____ Building _____ Room _____

This form covers all NC State buildings. Please check all that apply (only check 1 type of key per line) then fill in appropriate room number and building where it applies.

	Office Key	Classroom Key	Room Number	Building	Building Master Key (list building)	PROCEDURE:
						<ul style="list-style-type: none"> • Complete form and forward to the appropriate Dean or Vice President for reporting. Building master key reports must be forwarded to Presidents Staff.
1.						<ul style="list-style-type: none"> • Facilities will reorder necessary keys and reissue.
2.						<ul style="list-style-type: none"> • Monetary assessment for replacement keys <ul style="list-style-type: none"> ✓ Office Classroom Keys (\$25.00) ✓ Building Keys (\$75.00) ✓ Master Keys (\$100.00)
3.						<ul style="list-style-type: none"> • When employee leaves employment of the college, said keys need returned to Human Resources Director, and then given to Facilities Manager.

 Employee _____ Date _____ Direct Supervisor/Dean _____ Date

 Division Vice President _____ Date _____ President of College / or Pres. Staff Rep. _____ Date

In no instance, shall a key be turned over to another employee. The keys are recorded to each employee who is held responsible for those keys.

