

# KEY TURN-IN FORM

## Instructions

Please fill-in all information below, then print and submit to Facilities Services, FS101, with key(s), then sign.

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

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Site: \_\_\_\_\_ Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

### Responsibilities/Contract

1. Keys must be turned in by the key holder.
2. Except in case of emergency – the Department Dean has the authority to return keys.
3. Upon signing this contract, the Key Holder relinquishes their responsibility for the security of the of the key(s) and room(s). The Key Holder will be subject to a \$50.00 replacement cost for each lost or stolen key.

### Facilities Services Use Only

Key Number	Building/Room Number	Date Returned

**Note:** The recipient will sign below upon key turn-in!

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

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

Facilities Services Staff Signature: \_\_\_\_\_

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