

Contractor Key Request Form

All Contractor key requests must be requested and coordinated through the SUU Facilities Management Project Manager. Please fill out the information below. Upon completion of the project, please return the keys to your project manager as part of your substantial completion checklist.

For more information please contact the Facilities Management Administration Office at 865-8735.

Name: _____

Company: _____

Address: _____

City, State, ZIP: _____

Phone: _____

Project Name: _____

Area to be accessed: _____

SUU Facilities Management Project Manager: _____

By signing below, I agree to the following terms:

1. I will not duplicate this key
2. I will be responsible for this key and not loan it to anyone
3. I will return this key at the completion of this project
4. I can be charged a fee of \$200 if the key is lost or not returned to SUU for any reason.

Signature

Date

SUU Lock Shop Information

Name: _____

Company: _____

Phone: _____

Project Name: _____

Area to be accessed: _____

SUU Facilities Management Project Manager: _____

Key Number(s): _____

Date Issued: _____ Estimated Completion Date: _____ Date Returned: _____