



# Mechanical Room Access Request

Please return completed form to Lock & Key Services, SER 101

I request access to the Mechanical Rooms listed below:

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Provide building and room number(s)

I request this access for the following purpose:

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I understand that the doors to these rooms will have to be re-keyed to accommodate both the Mechanical Master and the sub-key that I will be issued. I authorize charging the cost for this re-keying to the following account:

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Account Number

I understand and agree to the following:

1. I am liable for the use of this key and will closely monitor who goes into this space and how it is used.
2. I will not use this space for any purpose other than that stated above.
3. I understand that these rooms may contain equipment that is potentially dangerous, particularly to untrained personnel.
4. Permission to access this space may be revoked at any time and for any reason by the Associate Director of Facilities Maintenance.
5. I will surrender this key immediately upon request by the Associate Director of Facilities Maintenance.
6. I will not make copies of this key.
7. I will not pass this key on to other people.
8. I will notify Lock and Key Services immediately upon the loss of this key.
9. I will abide by the policies of Facilities Maintenance and EHS that prohibit storing materials in this space.
10. I will notify the Facilities Maintenance Office immediately if I observe any unusual situations or violations of Facilities Maintenance or EHS policies.

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Requestor's Name (printed)

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Requestor's Signature and Date

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Department Approval and Date

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Building Maintenance Approval and Date