



UA Building Master Key Request Form

COMPLETE & RETURN ORIGINAL FORM

TO: University of Arizona
FM Key Desk
1533 E. Helen
Tucson, Az 85721

This form is used when a department requests an individual receive a building master key that operates a majority of the rooms in a building. Building Master keys are "restricted" so the use of this form is required. The form must be signed by the department head, counter signed by the building manager and submitted along with the completed 4-part form for processing . Additional time is required to process building master key requests

Date

Please visit the FM web site for additional information

The Department of:

Dept #

Is requesting the following person be issued a building master key :

First Name Last Name Phone number

Cat Card # UA Affiliation/ Job Title

The master key is requested to access a majority of rooms in building :

Building Name Building #

Medeco Master Key # Sargent Master Key # Corbin Master Key #

Please Note : Building Master keys should only be requested in cases where an individual's job duties specifically require it, not for the sake of convenience.

Why does this person need a building Master key?
Please provide detailed justification for the building master key request below :

Name and Signature of Building Manager:

First Name : Last Name : UA Job Title

Signature: _____
Phone number
e-mail

Name and Signature of Department Head :

First Name : Last Name : UA Job Title

Signature: _____
Phone number
e-mail

key desk staff Key Desk Supervisor
Signature & Date _____