



Key request

You will need:

- Name
- Bear number
- Key holder's Phone number
- Department
- Room information

Steps:

- 1) Visit this link: <https://www.unco.edu/facilities/> and scroll down to where there is a button that says, "Key Request Form"

The screenshot shows the University of Northern Colorado facilities website. The navigation bar includes links for ABOUT, ACADEMICS, ADMISSIONS, STUDENT LIFE, ARTS, ATHLETICS, ALUMNI, and FOR YOU. Below the navigation bar, there is a section for the Key Request Form. The form is titled "Key Request Form" and is described as a "Fillable Form Now Available!". The text below the form states: "Complete the fillable form, including necessary Authorized Signature, and send electronically to Service.Center@unco.edu. Once the request is received, Card Access will be assigned and/or Physical Key(s) will be prepared and pick-up arrangements will be made with the key holder. Be sure to include a phone number!". To the right of the form, there is a sidebar with a "Health and Safety" section containing links for Landscaping and Grounds, Warehouse and Mail Services, Transportation Services, Utility Systems and Resource Conservation, and Service Center. Below this is a "What's Going On" section with links for Campus Commons, UNC Tree Trail Tour, and UNC Recycling. At the bottom of the sidebar, there is a "Tell Us How We're Doing" section with a "SUBMIT FEEDBACK FORM" button. At the bottom of the main content area, there is a "Covid-19 Information & Resources" section with a link to "All students interested in Student Employment with Facilities Management, pick up and drop off your applications to Parsons Hall, 501 20th Street, Service Center Desk."

- 2) When you click the button, the form will then open and you will go through each tab to fill out the information.

CARD ACCESS/KEY REQUEST FORM				
I hereby agree to be responsible for the use of card access/key(s). I will not lend or give access to any unauthorized person. I will not make duplicates or allow anyone else to make copies. I will return key(s) immediately upon off board, or change in needs. I also understand that I may be held responsible for the costs incurred as a result of a lost or unreturned key.			Office Use Only ID#-C _____	
Key Holder Name				
Key Holder Bear #			Key Holder Phone #	
Department				
Authorized Signatory Signature			Authorized Signatory (Print)	
I AGREE TO COMPLY WITH THE UNIVERSITY OF NORTHERN COLORADO'S LOCK AND KEY POLICY Please visit our website at https://www.unco.edu/facilities/pdf/lock-key-policy.pdf				
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Contractor <input type="checkbox"/> GA/TA <input type="checkbox"/> Student <input type="checkbox"/> Part-Time				
Please Check One				
CARD ACCESS KEY REQUEST		Office Use ONLY		
Building	Room #	KEY #	BLANK	SERIAL #

- 3) Once you have filled out the form, select print and choose Adobe PDF so that the document converts to a PDF file.
- 4) Send the filled out form to the unit leader or authorized signatory signature and once they have signed it and sent it back to you, the next step will be to email it to Service.Center@unco.edu