



CALIFORNIA STATE UNIVERSITY, DOMINGUEZ HILLS

Physical Plant
1000 EAST VICTORIA STREET · CARSON, CA 90747
PH (310) 243-3804 · FAX (310) 928-7352

UNIVERSITY KEY REQUEST FORM

Requested By: _____

Date: _____

Department: _____

Extension: _____

School/Admin. Area:

Table with 7 columns: Name of Employee, Check One (Faculty, Staff, Other(Specify)), Access To (Bldg., Room), Remarks. It contains 6 empty rows for data entry.

Approved By: _____

Date: _____

Notes: Requests for Great Grand Masters (GGM), Building Master, or Area Master Keys must be accompanied by a statement of justification signed by the appropriate Dean or Administrator. The Great Grand Master request is to be forwarded to the Vice President for Administration and Finance for approval. Requests for all other keys should be sent to the Director of Physical Plant.

The loss or theft of a key should be reported immediately to the University Police. There is a charge for each key lost stolen, and if the lost or stolen key(s) causes a need to re-key, the cost of re-keying will be charged to the department in which the responsible individual worked (refer to "Key Control Policy and Procedures," PM 09-03, Revised July 2011).

APPROVALS:

Vice President, Administration and Finance

Date: _____

Physical Plant Director

Date: _____