

Key Check-Out Form

This form to be completed by IU UAO/Engineering and vendor Company prior to issuance of keys.

A copy of this form must be on file at IUB Control Center prior to issuance of keys and *all* items completed.

Form is located at: <http://www.indiana.edu/~phyplant/docs/Key-Check-Out.pdf>

Copy of this form must be presented to Control Center Operator by individual noted below at each request.

I.D. will be required.

Contracted company employee authorized to receive key(s)

Name: _____

Company: _____

Phone #: (____)(____)(____)

Supervisor's Name: _____

Supervisor's Phone #: (____)(____)(____)

Supervisor's email: _____

Site information

Building/Key(s) number(s): _____

Purpose: _____

Name of IU Facility Operations/UAO/Engineering staff member authorizing this key loan

Please forward a copy of this form to Control@indiana.edu, subject: Key Request Form...

Print: _____

Signature: _____ Date: ____/____/____

Phone #: (____)(____)(____)

Email: _____

Project Name: _____

Project Number: _____

Project Completion Date: _____

Note: Key(s) issued are the responsibility of the company/individual noted on this form and are not subject to loan to a third party.

A \$2500.00 minimum/\$30,000.00 maximum per key administrative fee will be assessed to the noted contracted company or individual for any lost or stolen keys to cover re-keying expenses. Fee is payable to Indiana University.

Individual(s) noted on this form are required to return all keys to the IU Control Center prior to leaving the campus each day.

Keys will not be issued beyond the noted Project Completion Date.

Keys are issued on a first come/first served basis. This form is not a guarantee that keys will always be available upon request.