

Maintenance & Operations U-Key Request

Maintenance & Operations will process your request and notify your department by phone when the U-Key is ready. You may pick up your U-Key from the District Police Office on the Kentfield Campus by appointment by calling 415.485.9455 or ext. 7455 from a campus phone. When you receive the U-Key you will be given this form to sign, once signed it will be returned to Maintenance & Operations where it will be kept on file. Issued U-Keys are subject to all provisions of the District key policies and procedures. All signators of this form are responsible for enforcing those policies and procedures. Users will be financially responsible for replacement of lost U-Keys.

U-Key Request				
Date of Request	Requested For			
	Last Name	First Name	Initial	M_____
Requestor is a: <input type="checkbox"/> Staff Member <input type="checkbox"/> Contractor <input type="checkbox"/> Student <input type="checkbox"/> Other (describe):				
Locations / Locks that U-Key will open:				
Area: Building / Room Number / <input type="checkbox"/> KTD <input type="checkbox"/> IVC			<input type="checkbox"/> New U-Key <input type="checkbox"/> Modification to Existing U-Key	
U-Key Number:				
Approval Signatures				
Area Dean		Vice President		Director M&O
U-Key Receipt (to be completed when key is issued)				
Signature of person receiving U-Key				Date
Maintenance & Operations Office Use Only				
Key Status				
<input type="checkbox"/> Issued date <input type="checkbox"/> Returned Date <input type="checkbox"/> Reported Lost Date				

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