

6.0 Appendix A – Mechanical Key Access Request Form

CLARK ATLANTA UNIVERSITY

Mechanical Key Access Form

Only Original Forms w/ Original signatures will be accepted

Name: _____	Student/Employee #: _____
Office Phone Number: _____	Email: _____
Circle One:	
Faculty Staff Graduate Student Other (Please Explain) _____	

Key #: _____ Building Name _____ Key Holder Initials: _____

Date of Issuance: _____ Date Returned: _____ Type of Key: _____

Comments: _____

Key #: _____ Building Name _____ Key Holder Initials: _____

Date of Issuance: _____ Date Returned: _____ Type of Key: _____

Comments: _____

Key #: _____ Building Name _____ Key Holder Initials: _____

Date of Issuance: _____ Date Returned: _____ Type of Key: _____

Comments: _____

Key #: _____ Building Name _____ Key Holder Initials: _____

Date of Issuance: _____ Date Returned: _____ Type of Key: _____

Comments: _____

Keys are and shall remain the property of Clark Atlanta University. They are issued, controlled, and used as described in this policy. Improper or unauthorized use, such as reproduction, lending of, or use for entry to non-authorized areas, may result in the revocation of key privileges, and disciplinary action. The unauthorized use of University keys is considered burglary and/or trespass. The University reserves the right to deny building access to any member of the University Community including, but not limited to, staff, faculty, students, trustees, contractors, vendors, alumni, and visitors.

Individuals shall only use the key that is officially assigned to them. No person shall use a key to give access to a person who does not have authority to be in the controlled space. No key issued to any person may be loaned or re-assigned to another person. The duplication of a University key by anyone other than Facilities Operations and Maintenance (FO&M) is prohibited.

Only FO&M may change locks. Individuals are prohibited from changing locks on University owned and leased buildings. The use of privately-owned locks on University facilities, buildings and rooms, etc., is prohibited and will be removed by FO&M.

Key Holder Signature

Date

Department Head/ Chair Signature

Date

Research and Sponsored Program Signature
*(*Authorization needed for space assignment in Thomas W. Cole Jr. Research Center for Science and Technology Environmental Sciences Building)*

Date

FO&M Signature

Date

Public Safety Signature

Date