

Operations and Maintenance  
 70 Campbell Drive – MA 106  
 Highland Heights, KY 41099  
 Phone: 859.572.5661  
 Email: NKUKeyControl@nku.edu



## Key Request Form

**ALL key holder information & department signatures must be included or the key request will be returned.**

Issue To:		Tag:	Date:
<b>Employee Number:</b>		<b>Key Holder E-mail:</b>	
<b>Key Holder ISO Number:</b>		<b>Dept. Administrator's Approval:</b>	
<b>Requestor Department:</b>		<b>VP/Provost</b>	
		<b>Dean</b>	
Submitted By:		<b>Chair/Director</b>	
Phone:	Room #	<b>Dept. Key Designee</b>	
<b>List Building &amp; Each Room Number Access is Required:</b>			
<b>Justification for Key:</b>		<b>For OM/WC Office Use ONLY</b>	
		Key Control	Locksmith
		<input type="checkbox"/> Approved	
		<input type="checkbox"/> Denied	

**Check One:**     Staff             Faculty             Student             Contractor

<p><b>Department Administrator Approval Instructions:</b></p> <p><b>Change Key:</b> A key with limited access (Generally for access to a single office or classroom). Signatures Required: Department Key Designee.</p> <p><b>Sub-master Key:</b> A key that opens a group of related doors (Office suites, grouped classrooms &amp; labs, etc... ). Signatures Required: Key Designee &amp; Chair/Director</p> <p><b>Master Key:</b> A key that opens most doors in a specific building. Signatures Required: Key Designee, Chair/Director &amp; Dean.</p> <p><b>Exterior Building Access</b> is accommodated via swipe card. ALL exterior access requests must be authorized at department's Vice President/Provost level using this form</p>	<p><b>Key Control:</b></p> <ul style="list-style-type: none"> <li>NKU issued keys must stay attached to the key tag they were assigned to.</li> <li>Replacement Change keys and tags cost \$10.</li> <li>Replacement Sub-master and Master keys cost \$50.</li> <li>No NKU key may ever be copied.</li> <li>Lending out NKU issued keys is strictly prohibited.</li> </ul>
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