

# SHORELINE COMMUNITY COLLEGE KEY REQUEST

## ISSUING A KEY PROCEDURE

*NOTE: Use one Key Request form per employee. Please do not make multiple employee key requests on one form.*

1. Fill out the Requestor and Employee Requesting Key(s) sections of this form.
2. Obtain appropriate approval signature (see below).
3. Submit completed form via e-mail to: [safetyandsecurity@shoreline.edu](mailto:safetyandsecurity@shoreline.edu)
4. When your key/keys request has been fully processed, you will be notified when the key(s) is ready for pickup.
5. Pick up your key/keys when the Room 5102 "Safety & Security" service counter is OPEN as follows:
  - Monday through Thursday from 8:00am – 5:00pm OR
  - Friday from 8:00am – 4:30pm (closed on Fridays during Summer Quarter).

*NOTE: Please bring your picture ID when you come to pick up your key(s).*

### REQUESTOR INFORMATION

Requestor Name (print)		Dean, Director, Executive Director, or VP Approval Signature	
Date Requested	Program/Department	Phone Extension #	

### EMPLOYEE REQUESTING KEY(S) INFORMATION

Employee Last Name (print)		Employee First Name (print)		Employee Phone Ext. or Contact Information	
Employee Classification				Building #	Room #
<input type="checkbox"/> FT Administration		<input type="checkbox"/> FT Faculty			
<input type="checkbox"/> FT Staff		<input type="checkbox"/> PT Staff			
<input type="checkbox"/> PT Faculty		<input type="checkbox"/> Other (please explain below)			
Comments					

### SAFETY & SECURITY USE ONLY

Room #	Key #	Comments

### FACILITIES USE ONLY

Date Received		Date Completed		Completed by Signature	
Date Notified		Time Notified		Comments	