ORANGE COUNTY COMMUNITY COLLEGE
KEY REQUEST FORM

ONE KEY REQUEST FORM FOR EACH INDIVIDUAL

TO MAINTENANCE DEPARTMENT-HORTON HALL

NAME OF PERSON REQUESTING KEY _______________________________________

DEPARTMENT ___________________________________________________________

BUILDING ____________________ ROOM# ______; ______; ______

KEY #(if known) ______; ______; ______

PLEASE WRITE REASON FOR KEY:
_____________________________________________________________________
_____________________________________________________________________

________________________________________ ______________________________
Division Chair Approval Director of Facilities & Administrative Services

UPON SIGNING FOR KEYS:

I, acknowledge receipt of the keys designated above. I agree not to loan, transfer, give possession of, misuse, modify or alter the above keys. I further agree not to cause, allow or contribute to making of any unauthorized copy of the above key. Violation of this agreement, may render me responsible for the expense of relocking the area.

SIGNATURE __________________________ DATE ______ KEY ISSUED BY:________

UPON RETURNING KEYS:

Key holder is responsible to return keys upon leaving college or transferring their position. Keys are to be returned to the Security Office. No keys are to be given to another employee, all keys must be returned and reissued from the Security Office.

LIST OF KEYS RETURNED: ________________________________________________

KEYS RECEIVED BY: ______________________________________________________

________________________________________ DATE____________________________

Form 3/1/07