## UNIVERSITY OF PRINCE EDWARD ISLAND

## **Key, After-Hours Card Access and Lock Alteration Request**

Key Policy: Keys may not be duplicated or loaned to another person. Lost or stolen keys are to be reported immediately to Security Services. Individual keys are to be returned to Security Services when no longer required. All keys must be returned to Security Services upon termination of employment or the visitation period.

Key # Keyway Bitings Key Above Code   Dates:	Faculty	<u> </u>						
Last Name	Last Name	Department			Requ	Request Date		
Last Name	Last Name	Faculty □	Staff □ Student	☐ Start Date	*Fin	*Finish Date		
Employee Email	Employee Email							
Employee Email	Employee Email							
Employee Email Office Phone	Employee Email Office Phone	Last Name		1	First Name	Initial		
Keys Requested Room Number Room Description  Card Key Request Building Door Access  Cards must be updated every 30 days at any reader that is on a wall or door frame, parking gate, or the afterhours access door for any UPEI building. Hold until it stops flashing.  Supervisor's (Print Name) Chairperson / Coordinator / Director (Print Name)  Supervisor's Signature Chairperson / Coordinator / Director (Print Name)  Security Services Office Use Only  Key # Keyway Bitings Key Above Code  Dates:  Request received by Security:	Keys Requested Room Number Room Description  Card Key Request Building Door Access  Cards must be updated every 30 days at any reader that is on a wall or door frame, parking gate, or the afterhours access door for any UPEI building. Hold until it stops flashing.  Supervisor's (Print Name) Chairperson / Coordinator / Director (Print Name)  Supervisor's Signature Chairperson / Coordinator / Director (Print Name)  Security Services Office Use Only  Key # Keyway Bitings Key Above Code  Dates:  Request received by Security:	Employee N	Number	Building		Room Number		
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