

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.

Department _____	Request Date _____
Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Start Date _____	*Finish Date _____
(*MUST be provided for students and term employees)	

Last Name _____	First Name _____	Initial _____
Employee Number _____	Building _____	Room Number _____
Employee Email _____	Office Phone _____	
(Used to notify you when key is ready)		

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

Security Services Office Use Only

Key #	Keyway	Bitings	Key Above Code
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Dates:
Request received by Security: _____ Initial: _____
Completed order received by Security: _____ Initial: _____
Person notified key/card is ready: _____ Initial: _____
Key/Key Card issued: _____ Initial: _____
Information entered in UIS: _____ Initial: _____