

REQUEST FOR KEYS OR
KEY RETURN

Submit a separate request per person

Please Print or Type Form Completely
Email forms to uaa_fcsbusiness@alaska.edu

Date _____

Request for (check one)

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> New key(s) | <input type="checkbox"/> Reissue of lost or stolen key(s) |
| <input type="checkbox"/> Return | <input type="checkbox"/> Reissue of bent or broken key(s) |

Cost Information

1. Keys
 - x Low/Medium Security Designation Level Key \$10.00/ea.
 - x High-Security Designation Level Base \$20.00/ea.
 - x High-Security Designation Level Restricted \$50.00/ea.
2. Rekeying
 - x Low/Medium Designation Level Estimated at \$90.00 per door
 - x High-Level Designation Level Contact FCS

*Transfers should no longer occur. FCS requires keys to be "returned" and "reissued to a new requestor. If there is a delegation for med or low-security doors - then transfers will occur at the department/building manager level, but FCS will not do "transfers," we will do returns and reissue only.

Master Key Categories	Access (High-Security Designation)
Single Building Interior Master	For approved building employees (excludes exterior doors, Maintenance/IT room doors, and approved high-security designated room doors) the Dean/Dept Head, Bldg. Mgr., & CSAT approval
Single Building Exterior Key	Approved employees require Dean/Dept Head, Bldg. Mgr., & CSAT approval
Campus Interior Master - Non- Maintenance	For approved employees serving all depts (i.e. GSS, Dining & Conference Svcs) (excludes Maintenance/IT room doors and approved high-security designated room doors) requires Dean/Dept Head & CSAT approval
Campus Interior Master - Maintenance	For approved Facilities & ITS staff and building service contractors (excludes approved high-security designated room doors) requires Dept Head & CSAT approval
Campus Exterior/Interior Master - Maintenance	For approved Facilities & ITS Staff (includes all interior and exterior doors; excludes approved high-security designated room doors) requires Dept Head & CSAT approval
Campus Master	For IMT, UPD, FCS, and high-level approved staff (includes all interior and exterior doors) requires Dean/Dept Head & CSAT approval