

FACILITIES PLANNING AND MANAGEMENT

Key Request Form

To receive services in a timely fashion, please complete and submit this **Key Request Form** at least five (5) business days in advance to **Business Services – Customer Service** at fmkeydesk@cpp.edu or fax to (909) 869-4363. For questions call (909) 869-3030.

Faculty Staff Student Other _____

Request For:

| | | |
|-------------|--------|--------|
| Name: | BID: | Date: |
| Department: | Phone: | Email: |

Requested By:

| | | |
|-------|--------|--------|
| Name: | Phone: | Email: |
|-------|--------|--------|

{ Please enter a building and room number **OR** key number }

| Building | Room | Key No. | Additional Information |
|----------|------|---------|------------------------|
| | | | |
| | | | |
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| | | | |

Authorization

| | |
|---|---------------------|
| | |
| Authorized Signer's Name (please print) | Title or Department |
| | |
| Authorized Signature | Date |

| | |
|---|---------------------|
| | |
| Authorized Signer's Name (please print) | Title or Department |
| | |
| Authorized Signature | Date |

FPM Department Use

Key Pick-Up

| Building | Room | Key No. | Copy | Issued | Initials | Date Pick-Up |
|----------|------|---------|------|--------|----------|--------------|
| | | | | | | |
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