

CCNY KEY APPLICATION

CAMPUS PLANNING & FACILITIES MANAGEMENT

DEPARTMENT: _____

Please Read:

- * I UNDERSTAND THAT THIS KEY IS COLLEGE PROPERTY AND IS FOR MY USE ONLY
- * I WILL NOT SELL, GIVE OR LEND THE KEY TO ANYONE
- * I WILL NOT DUPLICATE THE KEY
- * I WILL IMMEDIATELY INFORM THE PUBLIC SAFETY OFFICE, IN WRITING, IF I LOSE THE KEY
- * I WILL RETURN THE KEY TO PUBLIC SAFETY UPON MY SEPARATION FROM THE COLLEGE

NAME	BUILDING	ROOM	KEY CODE	PHONE EXT.	EMAIL

KEYS ARE ISSUED TO FACULTY AND STAFF AND MUST BE APPROVED BY A DEAN, CHAIRPERSON OR DEPT. HEAD

A SIGNATURE AND PRINTED NAME IS REQUIRED

DEAN OR CHAIRPERSON'S PRINTED NAME: _____

TITLE: _____ SIGNATURE: _____ DATE: _____

To submit this form:

- 1) Deliver to Facilities Office in the Compton Goethals Building Room 04
- 2) Submit the request via email. Since it is a PDF document you will have to print it out and have the appropriate Dean, Chairperson or Department Head sign it then scan and email it to keyrequest@ccny.cuny.edu.
- 3) You may also fax it to (212) 650-6874.

THE FACILITIES OFFICE WILL CONTACT YOU WHEN THE KEYS ARE READY. KEYS CAN BE PICKED UP IN COMPTON GOETHALS ROOM 04 BETWEEN THE HOURS OF 8:30 AM - 4:30 PM.

(Facilities Use Only)

PRINT NAME: _____ PICK-UP DATE: _____

SIGNATURE: _____

Work Order #: _____