

# EDMONDS COLLEGE-KEY REQUEST FORM

(Please Read & Sign)

Keys will only be issued to full time employees. In the case of part time faculty/staff, the department supervisor/administrator will check out the key and be responsible for its return.

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| Employee Name | Position/Dept. | Supervisor/Administrator (Print) | Phone # |
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Keys will be returned to the college upon termination of employment or when relocating to a different building or department. If switching office spaces please do not "pass on" keys without consulting with Security first. This is to allow proper documentation of the exchange. The undersigned agrees to notify their supervisor and Campus Security (425)-640-1501 immediately upon the loss or theft of keys. **I understand that my keys must be returned to the Security Office prior to my last day of work.** Supervisors/administrators are responsible for enforcing the key policy as described in the policy manual 6.4.00.R103.

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| Employee (Signature) | Date | Supervisor/Administrator (Signature) | Date |
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| Master Keys (Require signature of Security Supervisor) | Date |
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Is this request for a lost or broken key? \_\_\_\_YES \_\_\_\_NO

Have you relocated from another building? \_\_\_\_YES \_\_\_\_NO

| BUILDING | ROOM # | KEY #<br>(if known) | RECIPIENT<br>SIGNATURE | DATE KEY<br>RECEIVED | DATE KEY<br>RETURNED | SSEP ADMIN<br>INITIAL |
|----------|--------|---------------------|------------------------|----------------------|----------------------|-----------------------|
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|          |        |                     |                        |                      |                      |                       |
|          |        |                     |                        |                      |                      |                       |

Please send completed key requests to Security office, WWY 214. You will receive a call when the keys are available to pick up. This should not be longer than 5 business days unless the key has to be ordered and cut.