

Operations and Maintenance  
 70 Campbell Drive – MA 106  
 Highland Heights, KY 41099  
 Phone: 859.572.5661  
 Email: NKUKeyControl@nku.edu



## Key Request Form

**ALL key holder information & department signatures must be included or the key request will be returned.**

Issue To:		Tag:	Date:
Employee Number:		Key Holder E-mail:	
Key Holder ISO Number:		<b>Dept. Administrator's Approval:</b>	
<b>Requestor Department:</b>		VP/Provost	
		Dean	
Submitted By:		Chair/Director	
Phone:	Room #	Dept. Key Designee	
<b>List Building &amp; Each Room Number Access is Required:</b>			
<b>Justification for Key:</b>		<b>For OM/WC Office Use ONLY</b>	
		Key Control	Locksmith
			<input type="checkbox"/> Approved
			<input type="checkbox"/> Denied

**Check One:**    ☐ Staff    ☐ Faculty    ☐ Student    ☐ Contractor

<p><b>Department Administrator Approval Instructions:</b></p> <p><b>Change Key:</b> A key with limited access (Generally for access to a single office or classroom).          Signatures Required: Department Key Designee.</p> <p><b>Sub-master Key:</b> A key that opens a group of related doors (Office suites, grouped classrooms &amp; labs, etc...).          Signatures Required: Key Designee &amp; Chair/Director</p> <p><b>Master Key:</b> A key that opens most doors in a specific building.          Signatures Required: Key Designee, Chair/Director &amp; Dean.</p> <p><b>Exterior Building Access</b> is accommodated via swipe card. ALL exterior access requests must be authorized at department's Vice President/Provost level using this form</p>	<p><b>Key Control:</b></p> <ul style="list-style-type: none"> <li>NKU issued keys must stay attached to the key tag they were assigned to.</li> <li>Replacement Change keys and tags cost \$10.</li> <li>Replacement Sub-master and Master keys cost \$50.</li> <li>No NKU key may ever be copied.</li> <li>Lending out NKU issued keys is strictly prohibited.</li> </ul>
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