

SF SANTA FE COLLEGE

Request for Key Issuance

Date: _____ Requestor Name: _____ Work Order Number: _____

| | | | | | | | |
|-----------------|-------|----------|------|-------------------|--|-----------------|-----------------------------|
| Division | | | | Campus / Building | | Department Name | |
| Key Coordinator | | | | Phone | | Email | |
| Qty | Key # | Building | Room | Recipient Name | | SF ID # | Administrative Signature(s) |
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| Type of Key | Required Authorization | Authorized Signature(s) | Date |
|----------------------------|--|-------------------------|------|
| GGMK | Police Lieutenant, Chief of Police, or Division Vice President | | |
| Campus GMK | Police Lieutenant, Chief of Police, or Division Vice President | | |
| Exterior Building Entrance | Police Lieutenant, Chief of Police, or Division Vice President | | |
| Building Master Key | Division Vice President | | |
| Department Master Key | Department Chair/Director, Key Coordinator, or Division VP | | |
| Individual Room(s) | Department Chair/Director, Key Coordinator, or Division VP | | |
| Maintenance Rooms | Facilities Associate Vice President | | |
| ITS Master Key | ITS Associate Vice President | | |

| Submit Completed Form to: | Pick Up Keys from: |
|---|---|
| Bill Mikulski, SF Locksmith NW Campus, Room U-19 bill.mikulski@sfcollge.edu (352) 381-7014 | Ben Fox, SF Police Department NW Campus, Room T-02 benjamin.fox@sfcollge.edu (352) 395-5519 |

For questions or help completing this form, contact M3cca Senterfitt at 352-395-5173 or m3cca.Senterfitt@sfcollge.edu.