

**Santa Fe College Facilities
Key Request Form**

Date: _____ Key Requestor _____ Work Order Number: _____

Division:		Campus / Building:		Requesting Department:	
Key Coordinator:		Phone Number:		E-Mail Address:	
Qty	Key #	Where access is required		Name of Key Recipient:	SFID#
		Building	Room		

	Authorized Signatures	Date
GGMK – Div. Vice President, SF Police Dept.		
Campus GMK – Div. Vice President, SF Police Dept.		
Exterior Building Entrance Key – Div. Vice President, SF Police Dept.		
Building Master - Divisional Vice President		
Department Master - Department Chair or Director, Authorized Department Key Coordinator		
Individual Rooms - Department Chair or Director, Authorized Department Key Coordinator		
Maintenance Rooms - Facilities AVP		
ITS Master - ITS AVP		

Please be sure that all information fields are completed and that the request is signed by the appropriate authority. For help or questions regarding this form, please contact M3cca Senterfitt in Facilities at (352) 395-5173 or email M3cca.Senterfitt@sfcollege.edu.

Mail, e-mail, or hand deliver completed form to the Santa Fe College Locksmith Department:

Deliver completed forms to:	Pick up keys from
E-mail: Bill.Mikulski@sfcollege.edu	Helen.Legall@sfcollege.edu
Mail: 3000 NW 83 rd Street	3000 NW 83 rd Street
Bldg. U	Bldg. T
Gainesville, FL 32606	Gainesville, FL 32606
Phone: (352) 381-7014	(352) 395-5519