

Date: April 9, 2001
Policy #:

Facilities Operations Project Contractor Key Issue Policy

The following guidelines are required for University building key issue to project contractors:

- **Daily Key Request:** Daily access to University buildings will be obtained by signing out a building access key from the Facilities Operations office. The office will be open from 8:00am – 5:00pm daily. The contractor must sign a key tracking log and all keys must be returned on the same day of issue. Multiple day requirements will require a daily sign out. The key requester will provide his/her name, company name, time out, time returned and signature. **The keys must be returned by 5:00pm daily.**
- **Project Key Request:** For University Projects requiring access to several buildings or for projects that extend beyond several days a project set of keys may be requested from the Facilities Operations office. Facilities Operations will require a form (attached) to be completed and authorization must be obtained from the Department of Planning and Construction and Facilities Operations. Project keys will be made and all issues and returns must be scheduled with the University Locksmith. The University Locksmith can be reached via the Facilities Operations office at **910-521-6233**. The approved request form must be submitted to the Facilities Operations office a minimum of five (5) working days prior to the project start.

The contractor and the key requestor assume all liability for lost keys. This includes all cost (material and labor) associated with rekeying designated buildings. Access and entrance to buildings outside the normal workday of 8:00am- 5:00pm will require approval by the Facilities Operations and Facilities Planning and Construction Departments.

Project Key Request Form

Company Name: _____

Requestor Name: _____ Telephone # _____

UNCP Project Title: _____

Reason for Request:

Access Areas Requested: (Building name, mechanical room, entrance etc.)

Project Start: (date key is needed) _____

Project End: (date key will be returned) _____

Request approval/date Department of Facilities Planning and Construction: _____

Request approval/date Facilities Operations Department: _____

UNCP LOCKSMITH USE ONLY

Contractor key issue signature/date: _____

Contractor key return signature/date: _____

UNCP Locksmith signature for key issue and return: _____ **UNCP Tag #** _____