

KEY REQUEST FORM

WESTERN ILLINOIS UNIVERSITY

OFFICE OF PUBLIC SAFETY
MOWBRAY HALL

DATE: _____ (PLEASE PRINT OR TYPE)

Department Name	Building Name	Dept. Head/Chairperson (TYPE OR PRINT)	Building Representative (TYPE OR PRINT)	Contact Person for Questions/Phone #
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Signature of Dept. Head/Chair: _____ Signature of Building Rep.: _____

Person(s) to Receive Key(s)	*Title	**N	WIU ID#	Room Number(s)

* A = Administrative Personnel; F = Faculty; S = Civil Service Staff; G = Graduate/Teaching Assistant; ST = Student
 ** N = New Employee; T = Temporary Employee; TR = Current Employee Transferring to Another Department

REQUEST PROCEDURE

A Key Request Form must be submitted by the department requesting the appropriate key(s) for a person to have access to specific areas. The request must be signed by the department head/chair and the appropriate building representative BEFORE being sent to the Office of Public Safety. Public Safety will review the request and obtain the necessary key(s). When the keys are available, the individual that the keys were ordered for will be notified. Keys must be picked up and signed for by the individual for whom they were ordered. The person who signs for the key(s) is responsible for their custody at all times.

Forms may be submitted by campus mail, fax 309-298-2884, or email keys@wiu.edu

Keys may be picked up at Public Safety, Mowbray Hall, seven days a week, 24 hours a day.

All issued keys are the property of Western Illinois University. When keys are no longer needed or employment is terminated, all keys must be returned ONLY to Public Safety. When changing departments or offices, the old key(s) must be turned in at the time new keys are issued. To recore door locks, a Service Request must be submitted to the Physical Plant. Any keys that are to be issued as a result of the recore must be requested through the Office of Public Safety using the Key Request Form. The following charges apply for lost or stolen keys not returned:

- Grand Master Key = \$75.00
- Master Key = \$30.00
- Sub-Master Key (outside door, special keyed areas) = \$20.00
- Classroom, Office Keys = \$5.00

All fees due for lost or missing keys are required to be paid in full before any new or replacement keys will be issued. No fees will be charged for broken or bent key replacement. Questions should be directed to keys@wiu.edu, Access Control Coordinator, Monday through Friday, 8:00 a.m. - 4:00 p.m. at 298-1940.