

APPENDIX B  
to  
Key Control and Electronic Access Control Policy

Sample Key Request



The image shows a web-based 'Key Request' form for the University of Dayton. At the top left is the 'Key Request' logo, and below it is the University of Dayton logo. A 'check status' button is in the top right. The form itself is a light gray box with a blue border. It contains several input fields: 'Report Date' (11/9/2012), 'Your Name' (Authorized Person), 'Phone Number' (X12345), 'UD ID' (123456789), and 'Email Address' (aperson1@udayton.edu). There is a large text area for 'Key Number and Reason for Key' containing a sample request. At the bottom are fields for 'Building' (Building Name), 'Floor' (Floor), and 'Room' (Room Number), along with a 'Submit Request' button.

**Key Request**

check status

UNIVERSITY of DAYTON

*Please fill in the requested key information as completely as possible.*

Report Date: 11/9/2012

Your Name: Authorized Person

Phone Number: X12345

UD ID: 123456789

Email Address: aperson1@udayton.edu

Key Number and Reason for Key: Need one (1) key for (building name and room number) to be issued to (name of person and University of Dayton ID number) for (reason for key request). Charge account (account number).

Building: Building Name

Floor: Floor

Room: Room Number

Submit Request

- The Authorized Person completes all key requests. Requests from individual employees will be denied.
- Include all information, in the format outlined above. Failure to provide any of this information will delay completion of the key request.
- Print a copy of the key request as a reference, should you need to inquire regarding key request status.