



UNIVERSITY OF FLORIDA

KEY AND LOCK POLICY

Physical Plant Division

April 2003

Revised June 2003

Revised March 2004

Revised August 2004

**UNIVERSITY OF FLORIDA
KEY AND LOCK POLICY
APRIL 2003
(Revision: February 2004)**

Table of Contents

	<u>Page</u>
A. Objective	1
B. General	1
C. Responsibilities	1
D. Requesting Keys	3
E. Returning Keys	4
F. Lost, Stolen, Un-returned, and Broken Keys	5
G. Annual Inventory	5
H. Locks Removed from the University Master Keying System	6
I. Electronic Access Systems	6
J. Key Pad Locksets	8

University of Florida

Key and Lock Policy

A. Objectives

1. To achieve maximum security while maintaining reasonable usability of University Facilities.
2. To maintain strict control of the campus key and lock systems including key duplication and distribution.
3. To maintain a recorded chain of accountability for all keys issued.

B. General

It is the policy of the University that other than during normal working hours all buildings shall be locked in order to maintain the safety of both the buildings and their content. Keys are issued for entry to University buildings for the purpose of conducting University business only. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage from failure to do so.

The Physical Plant Division is responsible for providing building access on campus, excluding Student Housing and the University Athletic Association facilities. The primary access control to buildings (both exterior and interior) is provided by a manual key system utilizing various University of Florida "restricted" keyways to prevent unauthorized key duplication. An acceptable alternate security system is Card Access as discussed later in this document. All campus door locks (except as noted above) shall be keyed within this system. Working with the building users The Physical Plant will determine the keying and issue all keys. No other sources for keys are authorized. All keys issued remain the property of The University of Florida. (Keys to vehicles, cabinets, lockers, and desks are not covered in this policy.) Physical Plant will attempt to furnish such keys upon request but the issuance and control of these keys are the responsibility of the individual University colleges/departments.

Level of Keys	Approval Authority	Issuing entity
1. Great Grand Master	VP and /or PPD Director	PPD Key Shop
2. Grand Master	VP and/or PPD Director	PPD Key Shop
3. Building Master	Dean of College	PPD Key Shop
4. Departmental Master	Department Administrator	PPD Key Shop via building key coordinator
5. Individual Door Key	Department Administrator	PPD Key Shop via building key coordinator

C. Responsibilities

1. Physical Plant Division (Both PPD Campus and PPD Health Center)
 - a. Responsible for creating and maintaining the University's lock and key system, including schematics, codes, product standards and service equipment.
 - b. Maintain a computer-based key management system at the PPD Key Shop.
 - c. Issue keys with proper-signed authorization forms and maintaining records of same.
 - d. Maintaining computer database of all keys, locks, and associated building and room numbers that they operate. Maintain database of all master key holders and supply various reports to administrators and key coordinators such as which keys open what doors under their control. Report can be done by key or by room number. Numerous other type reports can be generated as needed.
 - e. Audit Great Grand and Grand master keys as required.
 - f. Restore physical security in a timely manner whenever key control has been compromised.

**UNIVERSITY OF FLORIDA
KEY AND LOCK POLICY**

- g. Help departments set up a key record system if requested to do so.
 - h. Provide education and training in adherence to the key policy and key issuance at no cost to departments.
2. Physical Plant Division – Campus Only
Developing keying schedules, re-keying and stocking necessary locks, cylinders, key blanks and related hardware. Supply contractors with UF cylinders for new buildings and renovations. Requires appropriate work order and account number. All lock and key work shall be done by or through the PPD Key Shop. Unauthorized door locks are prohibited and when found will be removed and appropriate charges made to the responsible college/department.
3. Physical Plant – Health Center Only
Provides the keying schedule for the suppliers of key cylinders for contractors constructing new buildings and renovations. All lock and key work shall be done by or through the PPD Key Shop. Unauthorized door locks are prohibited and when found will be removed and appropriate charges made to the responsible college/department.
4. College and Departmental
- a. It is the responsibility of each college Dean or Division Director to appoint a key coordinator(s) and provide PPD a list of buildings and/or room numbers under their control. (See Key Authorization Form 1) Each College/ Departmental coordinator would request key and lock work via established forms, and issue and retrieve department level keys for their areas of responsibility. It is the responsibility of the department to develop and enforce a key return policy.
 - b. Each department shall establish and implement a record-keeping system that will ensure accountability for all departmental keys.
 - c. Protect keys from loss, theft or unauthorized use. Report lost or stolen keys immediately through the appropriate department head to UPD (392-1111) and PPD/WMC (392-1121) or Health Center PPD (392-4411).
 - d. Key coordinators will sign for and pick up completed key orders at the PPD Key Shop.
 - e. Each department is required to do an annual key inventory and correct any deficiencies in their key records.
 - f. Any re-keying expenses to correct deficiencies in security due to a lost, stolen, misplaced, or un-returned key will be the responsibility of the College or Department.
 - g. College Deans or Division Director will be required to authorize building master level keys within their areas of responsibility.
5. Key Holders--University Personnel and Students
- a. The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use. When leaving a campus area or building ensure that all doors are secured as they were upon arrival. It is understood the key will not be loaned or made available to others.
 - b. Report lost or stolen keys immediately through the appropriate department head to UPD (392-1111) and campus PPD/WMC (392-1121) or Health Center PPD (392-4411).
 - c. Prior to leaving the University all keys must be returned to the issuing department. Departments are responsible for having key return on their employee exit checklist.
6. Key Holders - Contractors, Consultants, Vendors, and other Non-University Personnel
- a. Before keys may be issued the PPD lock shop requires a current signed document on company letterhead with the employees name and position, stating he is authorized to

UNIVERSITY OF FLORIDA KEY AND LOCK POLICY

check out keys on behalf of that company and that the company is assuming financially responsibility for all re-keying required to restore security due to keys lost or not returned. Details of this process for contractors are covered in the General Conditions of each project. The Construction Project Manager will be responsible for issuance and return of keys. (See sample letter Form 2)

- b. The letter needs to be signed by an appropriate officer of the contractor's company. Loss of keys may require re-keying of one or more buildings and cost many thousands of dollars.
- c. The holder of a key to any University facility assumes responsibility for the safekeeping of the key and its use. When leaving a campus area or building ensure that all doors are secured as they were upon arrival. It is understood the key will not be loaned or made available to others. Report lost or stolen keys to UPD (392-1111) and PPD/WMC (392-1121) or Health Center PPD (392-4411) immediately.
- d. The companies representative to whom the keys are issued must present picture identification and personally sign for all keys.
- e. All keys must be returned to the PPD Key Shop at the completion of project. Written confirmation from the key shop is required before final payment is made by Project Manager.
- f. At the HSC Key Shop, for short term daily check-out of keys, the contractor/vendor will follow the above steps with the addition of leaving their Driver's License as collateral until the keys are returned. This is only for daily check-out.

D. Requesting Keys

1. Departmental Level Key Authorization
 - a. Determine what building/rooms access is required. PPD Key Shop will determine the level of key required to provide such access.
 - b. Submit a work order request through your department's key coordinator to the PPD Work Management Center with the appropriate information and account number.
 - c. All key requests also require a properly signed key request form(s) submitted to the PPD Key Shop in advance of the date needed. (See Key Request Form 3) Signed request forms must be mailed; hand delivered, or faxed to the key shop and have a printed name as well as an approved signature.
 - d. The Key Shop will match the authorization form with the work order and verify proper signature(s). The key(s) will be fabricated and the key coordinator notified the order is ready for pick up at the key shop.
 - e. Departmental level keys are to be picked up and signed for by the key coordinator(s). Departments may have more than one key coordinator.
 - f. As an authorized signature is required keys will not be issued to a third party. Appropriate picture identification will be required. Keys can be delivered to requesting department on campus for a nominal fee. Call PPD/WMC (392-1121) for cost/procedure.
2. College Level Key Authorization
 - a. Determine what building and who is authorized to carry a building master key. All instructional, professional, and clerical space in the building must be controlled by the College to request a master key.
 - b. Submit a work order request through PPD Work Management Center with appropriate information and account number.
 - c. Submit a key request form signed by the Dean of the College to the PPD Key Shop in advance of the date needed. (See Key Request, Form 3) Signed request forms must

**UNIVERSITY OF FLORIDA
KEY AND LOCK POLICY**

- be mailed; hand delivered, or faxed to the Key Shop and have a printed name as well as an approved signature.
- d. The key shop will match the authorization form with the work order and verify proper signature. The key(s) will be fabricated and the appropriate Dean's office will be notified the order is ready for pick up at the key shop.
 - e. The person authorized to carry the key must personally pick up and sign for the key at the PPD Key Shop. As an authorized signature is required keys will not be issued to a third party. Appropriate picture identification will be required. Keys can be delivered to requesting department on campus for a nominal fee. Call PPD/WMC (392-1121) for cost/procedure.
3. Physical Plant Level Key Authorization for University Personnel
- a. Department Head submits work order request to Work Management Center with employees name, working department, UF ID number, areas requiring access, and paying account. PPD Key Shop will determine the level of key required to provide such access. Allow at least two days notice before keys are required.
 - b. Department Head submits key request form with proper authorized signature to PPD key shop. Signature needed will depend on level of keys requested. Signed request forms must be mailed; hand delivered, or faxed to the Key Shop and have a printed name as well as an approved signature.
 - c. The Key Shop will match the authorization form with the work order and verify proper signature. The key(s) will be fabricated and the department will be notified the order is ready for pick up at the Key Shop.
 - d. The person authorized to carry the key must personally pick up and sign for the key at the PPD Key Shop. As an authorized signature is required keys will not be issued to a third party. Appropriate picture identification will be required.
4. Physical Plant Level Key Authorization for Consultants, Vendors and Other Non-University Personnel
- a. Department Head submits work order request to Work Management Center with requesters name, company information, project manager, length of time keys are needed, areas requiring access, and paying account. PPD Key Shop will determine the level of key required to provide such access. Allow at least two days notice before keys are required.
 - b. Department Head submits key request form with proper authorized signature to PPD Key Shop. Signature needed will depend on level of keys requested. Signed request forms must be mailed; hand delivered, or faxed to the Key Shop and have a printed name as well as an approved signature.
 - c. The Key Shop will verify there is a current letter of financial rekeying responsibility from the company on file and that no delinquent keys are outstanding.
 - d. The Key Shop will match the authorization form with the work order and verify proper signatures. The key(s) will be fabricated and the requesting department will be notified the order is ready for pick up at the key shop.
 - e. The person authorized to carry the key must personally pick up and sign for the key at the PPD Key Shop. As an authorized signature is required keys will not be issued to a third party. Appropriate picture identification will be required.

E. Returning Keys

1. UF student's faculty and staff
Return all keys to the issuing entity (Department Key Coordinator) before leaving school, discontinuing employment, or transferring from your present position. If there is a question

UNIVERSITY OF FLORIDA KEY AND LOCK POLICY

regarding the issuing entity, turn keys in to the PPD Key Shop. Do not turn keys over to anyone else (such as another person who is assuming your position). You will be held responsible for all keys issued to you.

2. Contractors, Consultants, Vendors, and other Non-University personnel
All keys must be returned to the PPD Key Shop at the completion of project. Written confirmation from the key shop is required before final payment is made.

F. Lost, Stolen, Un-returned, and Broken Keys

1. Lost Keys
 - a. Lost keys are to be reported to the department key coordinator, UPD, and PPD/WMC.
 - b. A new key request procedure must be initiated for replacement keys.
 - c. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.
2. Stolen Keys
 - a. If a key is stolen it must be immediately reported to UPD (392-1111) and PPD/WMC 392-1121 or Health Center PPD (392-4411) and the appropriate department key coordinator.
 - b. A detailed police report must be filed detailing the circumstances of the theft.
 - c. A new key request procedure must be initiated for replacement keys.
 - d. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by stolen keys.
3. Un-Returned Keys
 - a. It is the responsibility of the authorizing entity to make every effort to secure keys from personnel terminating employment or students leaving school. If efforts fail to obtain the keys they should be considered lost.
 - b. Each department is responsible for the total cost of lock changes and new keys to secure areas compromised by lost keys.
4. Broken or Damaged Keys
 - a. If a key is broken or otherwise damaged the pieces must be returned to the departmental key coordinator or the PPD Key Shop. If a key is broken off in a lock or is malfunctioning notify PPD Work Management Center immediately.
 - b. A new key will be issued after damage verification. There is no charge for the replacement.

G. Annual Inventory

On/about January 1st of each year, Physical Plant Division Key Shop will develop and send to each college, department (including PPD departments), and Construction Managers (from PPD and Facilities Planning) a list of Great Grand Master Keys (GGMK) and Grand Master Keys (GMK) that they have been issued.

1. Colleges and Departments outside Physical Plant Division
Each campus agency receiving this list shall complete an inventory and certify that all GGMK and GMK keys are secured and accounted for (see sample letter, Form 4). Inventory/ certification must be returned not later than January 31st of each year to the PPD Key Shop. Excess keys can be returned at that time. Agencies will not be issued

UNIVERSITY OF FLORIDA KEY AND LOCK POLICY

any additional keys after January 31st until their GGMK and GMK inventory/certification is properly signed and returned.

2. Physical Plant Division

Each Physical Plant Division department that receives this list shall complete an inventory and certify that all keys are secured and accounted for (see sample letter, Form 4). All GGMK and GMK keys issued to PPD personnel must be secured in a locked "key cabinet" within a locked office when not being used by on-duty personnel. Department Supervisors are also required to conduct a "no notice" semi-annual inventory of GGMK and GMK issued keys. No one within PPD will be authorized to carry GGMK or GMK when not at work. Inventory/certification must be returned not later than January 31st and July 31st of each year. At any time when a certification letter is suspected of being and inaccurate representation, the Key Shop retains the right to request a physical inspection to actually see all GGMK and GMK issued to the department.

3. Construction Managers

Each Construction Manager will receive a list of personnel they have authorized to secure GGMK or GMK issued keys must complete an inventory and certify that all keys are secured and accounted for (see sample letter, Form 4).

H. **Locks Removed From The University Master Keying System**

Circumstances may occur that result in specific areas within the University requesting removal from the master keying system. Since removal eliminates the usual custodial, maintenance, and emergency services, special authorization and procedures are needed. A representative with a key would be required to unlock the space and be present while maintenance or custodial work is done.

1. These specific areas will normally fall in the High Risk or High Security categories such as controlled substance storage rooms, areas where money is stored, University Police evidence rooms, etc.
2. Written requests for such special keying will be forwarded from the appropriate Dean or Director to VP and/or PPD Director for consideration. Please note that Standard University locksets and keyways are still required for these areas.
3. With approval of the PPD Director, the PPD Key Shop will key University locks off all Master's and cut individual door keys only at the direction of the requesting Dean or Director. It is understood that even though no other keys will exist for the specified areas the key shop itself would still not be "locked out".
4. In the event of an emergency and the University Police are unable to contact the individuals having keys and forcible entry is necessary the department will be responsible for repairs.

I. **Electronic Access System**

An alternate access on campus is the installation of a "Gator One Card" electronic access control system (SYSTEM). Details of this system and its requirements are included in Section 13700 – Security and Surveillance of the University of Florida Construction Standards (under development). For the purposes of this section, "PPD" will refer to PPD as the provider and administrator of the central data management system. The "USER" will refer to the college, department, division or other UF entity having administrative ownership of the building or defined space, which will utilize the SYSTEM. The SYSTEM shall employ magnetic card access readers compatible with the existing "GatorOne" cards. In some cases, a proximity

UNIVERSITY OF FLORIDA KEY AND LOCK POLICY

reader may be installed along with the magnetic card access reader to ensure full access to the disabled. All card access devices shall be compliant with Section 11-4.27 of the Florida Building Code.

1. Selected System: Lenel Systems International, Inc. shall be the software manufacturer for the SYSTEM. **The SYSTEM shall be a fully operational Lenel® OnGuard® Pro system using the latest software version supported by the software vendor.** This SYSTEM shall be the University standard.
2. Contact: The contact person in PPD-ITS shall be the Lenel System Administrator/DBA, Jamie Serrato. He may be reached either by phone, at (352) 846-1909, or via e-mail at serrato@ufl.edu.
3. General Information: It is the intent of PPD to provide card access functionality to at least one exterior ADA-accessible entry (as time and resources allow). The USER shall fund any additional controlled entries/areas. USERS choosing to request and fund the installation of card access systems shall also be responsible for the cost of operations and maintenance. Maintenance and administration shall be coordinated through PPD. All work shall be in accordance with the latest edition of all applicable campus, State, and Federal regulations and codes.
4. Processing Requests: USERS desiring electronic access systems shall process their requirements through PPD's Information & Technology Services (ITS) Department. All new electronic access system installations for existing facilities, new facilities, or renovations shall be reviewed/approved by PPD. USERS wishing to integrate existing electronic access systems with the SYSTEM shall submit their requests to PPD-ITS for review.
5. Management of Electronic Systems: The SYSTEM infrastructure shall be centrally administered by PPD-ITS and there shall be one common cardholder database. However, due to the fact that the size and complexity of each USER installation is unique, USERS shall manage cardholder access rights locally. It shall be the responsibility of the USER to assign local system administrative responsibility to an individual with the appropriate abilities, time and training. The local system administrator shall only be able to view and modify the access rights of cardholders for the areas under that administrator's jurisdiction.
6. Capabilities of Systems: The number of card readers, input points, video cameras and relay outputs supported by the SYSTEM is limited only by the capacity of the database server. Specific features of the Lenel system include but are not limited to: card and biometric access, alarm monitoring, digital video camera support and automatic pager/e-mail notification. However, PPD's primary goal with this project is to support card access. Additional system functionality shall be supported as expertise and resources allow.
7. Client Licenses: PPD shall purchase client licenses in bulk quantities to obtain volume discounts, which will be passed on to the USER. The USER shall purchase a fixed number of client workstation licenses (or connections) from PPD that shall be programmed into the database server license file. The client software shall be installed on an equal number of client workstations in the USER facility. Software Enhancements and upgrades shall also be purchased through PPD. Client software versions shall be maintained at the same level as that installed on the server. When server software is to be upgraded, PPD-ITS will notify all USERS and coordinate the rollout of client software with local administrators and local IT organizations.

**UNIVERSITY OF FLORIDA
KEY AND LOCK POLICY**

The SYSTEM shall allow the configuration of an access control client workstation, an alarm monitoring client workstation, an administrative client workstation, a digital video management client workstation and an integrated client workstation (which shall include any combination of the above client workstations).

8. Video Clip Storage: If storage of video clips for future reference is a USER requirement, this data shall be stored locally on a DVR or server provided by the USER and maintained by the USER's IT organization. Local storage of video clips reduces the potential for network traffic overload.
9. Client Workstations: Local control and management of the USER's electronic access control system shall be accomplished using one or more Windows 2000 / XP based client workstations provided by the USER at USER-designated locations. Client workstations shall be connected to the SYSTEM by the University's existing computer network.

Local desktop security shall be available through User ID and required password log-on. The USER's designated IT organization shall be responsible for the network security and maintenance of the USER's client workstation, including, but not limited to, hardware maintenance, configuration of the appropriate Local Security Policies and application of operating system security patches and upgrades.

All client workstations shall be equipped with surge protection. The USER shall provide an Uninterruptible Power Supply (UPS) device if no emergency backup power source is available to the circuit supplying the client workstation. The UPS shall have sufficient battery capacity to supply continuous power for a minimum of 30 minutes.

10. Server Support: PPD shall supply the server hardware and software to support the SYSTEM. Server hardware and operating system software shall be maintained and supported by Finance and Administration's Operations Analysis (OA) Department. Server backup responsibility shall also lie with OA. The database and application software shall be maintained and supported by PPD-ITS personnel. Note: Card readers will continue to operate as programmed even if communications are lost to the server or if the server goes down, although any changes made while communications are lost will not take effect until server communication is restored.
11. Daily Operation/Programming/Maintenance of the PPD Access System: An employee of PPD-ITS shall be available to provide basic user support and programming help to the local system manager. If a contractor's services are required, PPD-ITS shall interface between the customer and the contractor.
12. Monitoring Services: Alarm and video monitoring services shall be available to USERS through the University Police Department (UPD) for a fee.
13. Key Override: All electronic access systems installed at the University of Florida must have a "key override" capability on the University keying system to allow access to building and interior areas by University Police Department, Environmental Health and Safety, and Physical Plant Division maintenance personnel. The only exception is detailed in "Locks Removed from the University Master Keys System (Section H).
 1. The requesting department will be responsible for the cost of materials, installation, replacement and maintenance of all such locksets.
 2. A key override on the University system is required for all such locksets.

**UNIVERSITY OF FLORIDA
KEY AND LOCK POLICY**

J. Key Pad Locksets

1. The PPD Key Shop installs and supports two styles of keypad locksets.
 - a. Sargent Model KP8276 for basic function needs.
 - b. Sargent Model LU8277 for a more sophisticated computer programmable application.
2. The Health Center Key Shop installs and maintains a Schlage Pro Series lockset.

Attachments:

1. Key Authorization Form
2. Sample letter from Contractor/Consultant/Vendor, etc., requesting keys
3. Key Request Form (University Departments)
4. Sample letter – Key inventory/certification

University of Florida
Physical Plant Division
Key Authorization Form

Date:

By:

College/Department Name:

Building name and/or room numbers _____

The following individuals are granted key authority as indicated for the above named areas.

Authority to Request Keys	
Name (Please type or print clearly)	Signature:
_____	_____
_____	_____
_____	_____

Authority to have custody of and to distribute Department level keys (This would normally be the key coordinator)	
Name (Please type or print clearly)	Signature:
_____	_____
_____	_____
_____	_____

Departmental Key Coordinator(s) (Point of contact for all issues relating to building access)	
Name (Please type or print clearly)	Signature:
_____	_____
_____	_____
_____	_____
Location: _____	Phone Number: _____

Please be sure that all information fields are complete and form is signed by the appropriate authority.

Name of Approving Dean or Director

Signature

Date

Mail or fax completed form to the appropriate Key Shop as indicated below:

CAMPUS KEY SHOP
Phone: 294-0653
Fax: 392-7483
Mail: P O Box 117740
PPD Bldg. 702, Room 124

HEALTH CENTER KEY SHOP
Phone: 273-5959
Fax: 273-6846
Mail: P O Box 100315
AG130 JHMHC

SAMPLE LETTER REQUESTING KEY(S)

******* COMPANY LETTERHEAD *******

(Address to Construction Project Manager or PPD Department Head)

The following employee(s) of (ABC Construction Company) are authorized to sign for and retain temporary loaner keys from the University of Florida for necessary construction or maintenance services. Our company will assume financial responsibility for any re-keying required due to the loss or misuse of keys.

Name: _____ Position: _____

Our employee will present picture identification and personally sign for all keys. Keys will be issued for the minimum period necessary to accomplish construction or maintenance. Keys will not be duplicated or loaned to others. Keys will be returned to the Construction Project Manager or PPD Department Head before final payment will be received.

Signed:

(Appropriate Company Official)

NOTE:

This request will be approved by the Project Manager or PPD Department Head and forwarded to the PPD Key Shop.

Approved: _____
Project Manager or PPD Department Head

PHYSICAL PLANT DIVISION
KEY REQUEST FORM

Date: _____ Work Order Number: _____

Requesting Department:		Department Address:		College or Division:	
Authorized Requestor:		Phone Number:		E-Mail Address:	
Qty	Key #	Where access is required		Name of Key Recipient:	UFID#
		Building	Room		

Authorized Signatures		Date
Department Key Coordinator		
Dean or Director (Bldg Masters)		
Vice President (Grand Masters)		

Please be sure that all information fields are completed and that the request is signed by the appropriate authority.

Call for help or questions regarding this form.

Mail or fax completed form to the appropriate Key shop as indicated below.

CAMPUS KEY SHOP

Phone: 294-0653
 Fax: 392-7483
 Mail: P O Box 117740
 PPD Bldg. 702 Room 124

HEALTH CENTER KEY SHOP

Phone: 273-5959
 Fax: 273-6846
 Mail: P O Box 100315
 AG130 JHMHC

SAMPLE LETTER – KEY INVENTORY/CERTIFICATION

***** PPD DIRECTOR'S LETTERHEAD *****

Mr. (Ms.) Joe (Jean) College

Dear Mr. (Ms.) College:

Our records indicate that you have been issued the following Great Grand Master Keys (GGMK) or Grand Master Keys (GMK):

(Either list here or attach listing)

In accordance with the University of Florida Key and Lock Policy, all recipients of GGMK or GMK are required to verify possession of issued keys annually. Please complete this inventory and return this letter to Physical Plant Division Key Shop (Box 117740) not later than January 31, 20XX.

Sincerely,

Director, Physical Plant Division

Key Shop Inventory Acknowledgement:

I, the undersigned, acknowledge that I have possession of the above keys. I also agree not to loan, transfer, give possession of, misuse, or alter the above keys. I further agree not to cause, allow, or contribute to the making of any unauthorized copies of the above keys.

I understand and agree that violation of this agreement may render me responsible for the expenses of a relock for the affected areas. I also understand and agree that a repeat offense may result in further disciplinary action being taken against me.

Printed Name: _____

UFID #: _____

Signature: _____

Date: _____

(Please use this form to inventory your existing key stock and return a signed copy of this form to the Key Shop – Box 117740, Gainesville FL 32611)