

Sample Key Request Letter

***** COMPANY LETTERHEAD HERE *****

Address to Construction Project Manager
or
Facilities Services Department Director

The following employee of [Firm] is authorized to sign for of and manage loaned keys on a temporary basis from the University of Florida, for needed construction or maintenance services:

Name: _____

Position with firm: _____

1. Our company will bear the financial cost for any re-keying required due to the loss or misuse of these temporary keys
2. Our employee will present picture identification and personally sign for each key received
3. Keys will be issued for the minimum period necessary to accomplish construction or maintenance then promptly returned
4. University of Florida keys will not be duplicated or loaned to others
5. All keys will be returned to the Project Manager or Facilities Services Department Director before final project payment will be received

Signature: _____

Name: _____

Position with firm: _____

Please note: *This request letter will be approved by the Project Manager or Facilities Services Department Director and will then be forwarded to the Facilities Services Key Shop for cutting keys.*

Approved:

Signature: _____

Name: _____

Project Manager or Facilities Services Department Director