

Barnhart Key Request

Requestor (First and last name) _____

(Email) _____

 Faculty Staff Grad student Undergrad student Visiting scholar

General Office Keys

Key Number	Description	Date Issued	Date Returned
L-1	Outside door office wing		
L-2	Outside door lab wing		
LA-53	Computer lab, halls		
LA-22	Copier		

Office Key (Key numbers provided by staff)

Key Number	Office Number	Date Issued	Date Returned
LA -			

Lab Keys (Provided after required safety training, key numbers assigned by staff)

Lab Number	Description	Key Number	Date Issued	Date Returned

 Advisor signature/approval

 Chair approval (required for LA and LB)

I understand that all keys issued are the property of the University. Keys are to be returned to the department office when not enrolled or employed by the department or at the request of the department chair. Deadline for return of keys is 60 days from the defense. Failure to return keys will results in a hold on records.

 Key requestor signature/date

 Key return signature/date

 BAE Staff keys assigned – signature

 BAE Staff key return - signature

see blue.