

UNIVERSITY OF SOUTHERN MAINE
FACILITIES MANAGEMENT

KEY RETURN FORM

CAMPUS:

- Portland
- Gorham

DATE:

All University keys must be returned back to Facilities Management upon position change, office move, or vacation of position in order to maintain accurate inventory. Failure to return keys to Facilities Management may result in significant re-keying charges to the responsible party or department.

KEY(S) RETURNED BY:

Faculty / Staff Name

Position

Phone Number

Department

Building

E-mail Address

KEY(S) BEING RETURNED:

Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>
Building	<input type="text"/>	Room #	<input type="text"/>

Office Use Only

Key # _____ Hook # _____

Key # _____ Hook # _____

Key # _____ Hook # _____

Key # _____ Hook # _____

Key # _____ Hook # _____

JUSTIFICATION:

- Leaving USM
- Office Move
- Position Change
- Other

ADDITIONAL INFORMATION:

KEY(S) RECEIVED BY:

Facilities Management Representative

Signature

Date of Receipt