



# Physical Plant Services Lost Key Form

## 1. To be completed by Employee.

Department: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee: \_\_\_\_\_ W Number: \_\_\_\_\_

The following keys were issued according to the staff of the Physical Plant:

Key Code	Building
_____	_____
_____	_____
_____	_____
_____	_____

Lost:  Stolen:   
Police Report Number: \_\_\_\_\_

Will a new key be issued? Yes  No   
A Key Request must be submitted in addition to the Lost Key form.

## 2. To be Completed by Department Head.

- To the best of my knowledge, the lost keys pose no security risk.
- To the best of my knowledge, the lost keys **does** pose a security risk.

Department Head Signature: \_\_\_\_\_  
Building Coordinator Signature: \_\_\_\_\_  
*\*Submit original form to Physical Plant\**

## 3. Physical Plant Decision.

- Approved (Does not post a security risk)
- Not Approved (Does pose security risk, Requires VP Signature)

## 4. Vice President Decision.

- I Agree with Physical Plant recommendation (Poses security risk)
- I Disagree with Physical Plant recommendation (Does **not** Pose security risk)

Vice President Signature: \_\_\_\_\_