SOUTHEASTERN LOUISIANA UNIVERSITY

PHYSICAL PLANT

KEY ISSUANCE AND INFORMATION FORM

Each person is responsible for maintaining the security of key(s) issued to him/her.

Please find below a listing of duties and responsibilities that are inherent to the assignment of university key(s).

The duties and responsibilities are necessary to protect students, faculty, staff and property of Southeastern Louisiana University.

1. Keys should be carried on person. DO NOT leave them in desk, work areas, etc.
2. LOANING of keys is prohibited.
3. Only one identical key will be issued to a person.
4. Duplication of key(s) could result in fines, disciplinary action and/or prosecution.
5. Promptly report lost keys to the Physical Plant Department (985)549-3333.
6. In the event a key is lost, Physical Plant will charge a replacement fee of $5 per key. Additional fees may be charged for direct costs incurred by the University for items such as replacement of key cores ($25 per core), etc. Additional fees may also be issued to the faculty/staff member(s) responsible for the lost key(s) until all delinquent fees are paid to the Physical Plant Department.
7. Upon leaving the employment of Southeastern Louisiana University, you must return your key(s) to the Physical Plant Department. At that time, you will be furnished a receipt.
8. Comply with verification of keys when requested.

I hereby certify that I have read the above duties/responsibilities and accept them with the receipt of the key(s). In the event I lose my key(s) or fail to return my key(s), I agree to pay the fees consistent with the Key Policy.

Emplid: Name:

Date: Signed:

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| **KEY** | **LEVEL** | **DEPARTMENT** | **AREA** | **BUILDING** |
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| Work Order: Office Phone: Campus Box: | | | | |