

KEY ISSUE / RETURN FORM

A SEPARATE FORM IS REQUIRED FOR EACH KEY REQUEST

SECTION A – KEY ISSUE

Key Holder

Once issued with this key I agree to the conditions listed below.

- I accept responsibility for the key provided to me
- I undertake NOT to transfer or LOAN this key to any other person
- When I no longer require this Key I will return the key to Security immediately
- I will notify Security immediately should I lose this key
- I accept that the cost of a replacement key or any alterations to locks as a result of my negligence will be met by my cost centre

Key Code			Key Issue Number	
Last Name:				
First Name:				
Staff / Student ID				
School / Division				
Postgraduate Student	Supervisor		Start Date: / /	End Date: / /
Building Name			Room Number:	
Phone No:			Mobile No:	
Signature:			Date:	/ /

Head of Division / Unit or Nominee Authorisation

It is the responsibility of the individual key holder to make sure that keys no longer required are returned to Security

Division / School				
Cost Centre Code				
Name:				
Phone No.			Mobile No.	
Signature:			Date:	/ /

Security Use Only

Order Key: Yes / No	Charge: Yes / No	Key Register Updated: / /
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Key Issued by (Security / Operations Officer)

Name:	<i>(Print name)</i>		
Signature:			Date: / /

Key Received by Key Holder

Name:	<i>(Print name)</i>		
Signature:			Date: / /

Key Returned to Security

Name of Key Holder:	<i>(Print name)</i>		
Signature:			Date: / /
Security/Ops Officer name:	<i>(Print name)</i>		
Signature:			Date: / /

Key Request Instructions:

- A separate **FM109** form must be completed for each key request.
- The **FM109** must be signed / authorised by Head of Division / School /Unit / Research area or Nominee Authorisation.
- Postgraduate student key requests must be signed by the supervisor and have a start and end date.
- The completed **FM109** form is to be submitted to Security for action.
- Security will contact the key applicant when the key is available for collection.
- The Key applicant must sign and date the **FM109** form to acknowledge receipt of the key.
- A Security officer or an Operations officer will sign the **FM109** to acknowledge that the key has been handed to the new key holder.
- Under no circumstances can the key be loaned or transferred to another person.
- If the key holder relocates to another campus, Div/ School / Unit / Research area or leaves the university, they must return the key to Security prior to moving / leaving. Keys must be returned to Security by the Key Holder not a nominee). The Key holder & Security must sign & date the **FM109** form to acknowledge return of the key.
- If the key holder loses the key, they must notify security immediately of the loss
- Costs of a replacement key or any alterations to locks as a result of the key holder's negligence will be the responsibility of the cost centre.
- Keys must not be duplicated by the key holder.