

# Kapi'olani Community College Key Process Form

(Please allow five (5) working days to process key requests)

I authorize Facilities Management & Auxiliary Services to Issue:

@hawaii.edu

_____ <b>Name</b>	_____ <b>Email Address</b>
_____ <b>Status</b>	_____ <b>Department</b>

The following key(s):

<b>Building</b>	<b>Room</b>	<b>Key Code</b>	<b>Remarks</b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All keys are property of Kapi'olani Community College and may not be copied or loaned out. The unit head that authorizes this key request is responsible for insuring that keys are returned to Facilities Management & Auxiliary Services within five (5) working days:

- After the individual is terminated or relocated to another department, office or classroom
- Upon completion of a special event, function or class for which keys were borrowed
- After a request by Facilities Management & Auxiliary Services for return of the key(s)

From:

_____ <b>Name (print)</b>	_____ <b>Specify: Chairperson, Dept. Head, Dean</b>	
_____ <b>Signature</b>	_____ <b>Department</b>	_____ <b>Date</b>

I have received the key(s) listed above. If keys are lost or not returned on time, I shall:

- Inform Facilities Management & Auxiliary Services, my Department Chair and/or respective Dean or Vice Chancellor within 24 hours
- Pay the campus' authorized locksmith contractor to replace all lost key(s) as well as to re-key the affected room(s) and/or building(s)
- Reimburse the campus \$25.00 per lost key

_____ <b>Signature</b>	_____ <b>Date</b>
---------------------------	----------------------

**Processed by:**