**Faculty & Staff Request Form for KEYS**

(To be used for HLS Departments and other Harvard departments)

|  |  |
| --- | --- |
| **Department Name:** |  |
| **Sub Department Name:** |  |
| **Department Location:** |  |
| **Department Head:** |  |
| **Brief Description of Keys Needed:**  **(i.e.: building entry, suite entry, office number, conference classroom number)** |  |

**Reason:** New HLS Employee Lost Key Extra Other:

**For card access you must contact Rebecca Andreasson at** [**randreas@law.harvard.edu**](mailto:randreas@law.harvard.edu)

**Department Head Signature & Date**

|  |  |
| --- | --- |
| **Key Recipient Name:** | |
| **HU Email:** | **HU ID #:** |
| **Office Location:** | **Office Telephone:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Employee Type:** |  | Staff | Faculty |  | Temp/Co-op |
| **Term:** | Permanent |  | Temporary | End Date: |  |

I accept this key with the understanding that if not returned, the office I represent will be responsible for all costs incurred with the re-keying of all doors associated with those not returned. Upon leaving HLS, all keys must be returned in person at the HLS Facilities Management Office, Holmes Hall, Room #4.

**Key Recipient Signature & Date**

**FOR OFFICE USE ONLY**

|  |  |
| --- | --- |
| Key Codes |  |
| Facilities Staff |  |
| Return Date |  |
| Received By |  |