Key Request Process

Key needed

→

Print Key Request Form on Green Paper from I-SS Website (Under Departments, Facilities and Planning, Info, Forms)

→

Type and key number decided

No → Work Order to Maintenance Director for Help in determining key information

Yes → Complete the form noting the type and number of key

No → (to Work Order to Maintenance Director)

Yes → Send the form to Facilities & Planning through Courier

↓

Form is processed and approved

No → Requester will be contacted for missing or additional information

Yes → Work Order will be given to Locksmith to make the key

→

Key delivered by courier or locksmith

Yes ↑

Copy of request filed and key delivered to requester