

**University Design & Construction  
Contractor Key Request Form**

**-PROVIDE AT LEAST 24 HOURS NOTICE-**

**Key requests shall first require approval from University Design & Construction Department.**

Contractors and designers requiring access to University facilities may borrow keys from the Office of Operations Management, 931-221-7021, 136 Shasteen, 8:00 AM – 12:00 PM & 1:00 PM - 4:30 PM, Monday through Friday.

**PROJECT KEYS** may be checked out for the duration of the project for contractors or during the design phase for designers. Final pay will not be released until all keys are returned:

FROM \_\_\_\_\_ TO \_\_\_\_\_

<b>LIST BUILDING AND AREAS WITHIN THE BUILDING WHERE WORK IS TO OCCUR:</b>	
<b>UDC APPROVAL</b>	
<b>PROJECT NAME</b>	
<b>NAME &amp; CONTACT INFORMATION (show a driver's license and business card)</b>	
<b>SIGNATURE*</b>	
<b>RETURN SIGNATURE</b>	

**Initial:** \_\_\_\_\_

**\*Lost or stolen key will incur a charge of at least \$35/core to replace.**