



COLLEGE
OF THE
REDWOODS

Key Request

* Completed form must be submitted to
Maintenance Department (all 3 copies)*

Employee Name _____

Employee ID # _____

Employee Phone _____

Department _____

Permanent
Employee

Temporary
Employee *

Non
Employee *

* Use From _____ / _____ / _____ to _____ / _____ / _____
MO / DAY / YEAR MO / DAY / YEAR

Building	Room #	Key #
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Authorized by *Print Name* _____

Signature _____ *Date* _____

Keys Received *Signature* _____ *Date* _____

Maintenance Dept.

AP 6520: Keys shall be tracked and issued by the Maintenance and Operations Director. Each District key/access control device belongs to the District, may be recalled at any time, and shall not be duplicated or loaned. Access devices shall be tracked and issued by the Maintenance and Operations Director. Any unauthorized duplication of a District key/access control device is a violation of the California Penal Code Section 469 and is punishable with a fine or imprisonment.