



Permanent Staff and Faculty
Key Check-out/Return & Building Access Form
for More Hall, Wilcox Hall, Wilson Ceramics Lab, and Harris Hydraulics

KEY CHECK OUT REQUEST

Date

Key recipient's name/title

Key recipient's email

Table with 5 columns: Building, Room #, Reason for key Check Out, Key # recorded in Key Log, Date of Check Out. Includes a header for KEY CHECK OUT TRACKING CEE CENTRAL STAFF USE ONLY.

Key Check-Put Policy: Send completed form to CEE Administrative Assistant, Jon Emard. Upon receiving the electronic form, Jon will let the key holder know that their key is ready for pick-up. More 201 Office hours are M-F 8:30am-5pm. Please review the lost/stolen keys policy below on second page.

COMPLETED BY KEY HOLDER UPON KEY CHECK-OUT

I concur with the terms set forth in this key check-out and return form.

Key Holder Signature

Date



KEY RETURN & MORE HALL BUILDING ACCESS TRACKING CEE CENTRAL STAFF USE ONLY		
Date key returned	Date More Hall access removed	Key # recorded in Key Log

Key Return Process: Upon key(s) return to More 201, CEE Administrative Assistant, Jon Emard, will email a copy of this form to the key holder and request a confirmation that they returned all key(s) listed above.

COMPLETED BY KEY HOLDER UPON KEY RETURN

I have returned my key(s) to More Hall Room 201.

Key Holder Signature

Date

PLEASE REVIEW IMPORTANT INFORMATION

LOST/STOLEN KEYS:

1. Key(s) are not to be duplicated in any way.
2. Please report to Jon Emard, jmemard@uw.edu, immediately. A \$20 replacement fee is required in the event of a lost/stolen key.
3. Key(s) are issued for access to CEE department spaces as deemed appropriate by Faculty Supervisor or CEE Administration. Keys are non-transferrable and must be returned to the CEE department at the conclusion of your studies/participation in CEE sponsored activities.

Questions? Please email Jon Emard at jmemard@uw.edu