

# REQUEST FOR CONTRACTOR KEYS AND KEY CARDS

This form is required for all key and/or key card requests. Keys and/or key cards issued will be the responsibility of the person and/or business to which they are assigned. In the event of loss, damage or failure to return, fees may apply.

<b>** CONTRACTOR INFORMATION **</b>			
<b>REQUIRED INFORMATION TO BE FILLED OUT BY CONTRACTOR</b>			
<b>LEGAL NAME:</b>			
<b>COMPANY NAME:</b>			
<b>FULL COMPANY ADDRESS:</b>			
<b>PHONE #:</b> (circle) cell or office			
<b>EMAIL:</b>			
<b>SUPERVISOR NAME:</b>			
<b>SUPERVISOR PHONE #:</b> (circle) cell or office			
<b>** AAPS DEPARTMENTAL APPROVAL **</b>			
<b>DEPARTMENT:</b>			
<b>BACKGROUND CHECK COMPLETED:</b> (Circle)	YES	NO	
<i>By signing this form, I am affirming that the required background check(s) have been completed for the individual on this form.</i>			
<b>AAPS REQUESTING PERSONNEL NAME:</b> (Print)		<b>DATE:</b>	
<b>AAPS REQUESTING PERSONNEL SIGNATURE:</b>			
<b>AAPS AUTHORIZING DIRECTOR NAME:</b> (Print)		<b>DATE:</b>	
<b>AAPS AUTHORIZING DIRECTOR SIGNATURE:</b>			
<b>REASON / PROJECT INFORMATION:</b>			
<b>** AAPS PHYSICAL PROPERTIES PERSONNEL USE ONLY **</b>			
<b>KEY CARD INFORMATION</b>			
<b>REQUESTED HOURS/DAYS OF ACCESS:</b>		<b>EXPIRATION DATE:</b>	
<b>BUILDING &amp; AREA ACCESS ** Be specific **</b>			
<p>You must indicate if secure area access is needed. Secure areas are <u>NOT</u> automatically granted and must be approved by the Director. Circle secure areas: Maintenance Shop, Carpentry Shop, Warehouse, ITD, ITD Network, Pioneer Boiler, Tappan Boiler</p>			
<b>KEY INFORMATION</b>			
<b>BUILDING AND AREA ACCESS ** Be specific **</b>			
List the key numbers that are requested. Secure keys are not issued without Physical Properties Director's approval.			
<b>SECURITY OFFICE USE ONLY</b>	<b>WORK ORDER #</b>		<b>CONTRACTOR ID#</b>