



**MASSBAY COMMUNITY COLLEGE
KEY / ACCESS CARD REQUEST FORM**

Date: _____

Name: _____

Title: _____

Department: _____

Campus/Building: _____

Room #: _____

KEY REQUEST: Full Time Employee: Office Move Lost Key

MassBay policy does not provide part-time employees with keys.

Key Location: (i.e. room #, desk, filing cabinet, etc.) _____

ACCESS CARD: New Employee Office Move Lost Card

Access Card Location: (i.e. room #, desk, filing cabinet, etc.) _____

Facilities or Public Safety Department will verify this request with employee’s immediate supervisor.

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Keys / Access Cards are the property of Massachusetts Bay Community College. The College reserves the right to change locks and/or keys at any time with advance notification to key holders. Lost keys / access cards must be reported immediately to Campus Police and the Facilities Dept.
Upon termination of employment with the College I agree to return all keys / access cards that have been issued to me.

I have read and understand the above statements and by submitting the form I agree to adhere to the above conditions.

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SUBMIT