

UNIVERSITY of HOUSTON

CULLEN COLLEGE of ENGINEERING
Department of Civil & Environmental Engineering

KEY REQUEST FORM

Please **COMPLETE** the form below:

1. If you are a student give the form to your advisor to sign. If you are an undergraduate in a student organization give the form to the Faculty Advisor for that organization to sign. The form can then be submitted to civebizops@uh.edu.
2. If you are faculty or staff submit this form directly to civebizops@uh.edu.

A CIVE Staff member will obtain remaining authorizations and request your keys from the Plant Operations Key Control Office. Your keys should be ready for pick up in 5-7 working days.

PICKING UP KEYS: Call Key Control at 713-743-5674 to make sure your keys are ready to pick up. You must go in person to Key Control, present your UH ID card or driver's license, and sign verifying receipt of your keys. Key Control is in the General Services Building Lobby (Building 585, across Elgin at Entrance 17).

RETURN OF KEYS: Keys should be returned when no longer needed or your status as an employee and/or student in the Department of Civil and Environmental Engineering is ending. Keys must be returned in person to Key Control. A receipt will be provided when you turn in the keys. A copy of this receipt must be emailed to civebizops@uh.edu.

By signing I am agreeing to follow the instructions above.

Signature

Date

**PeopleSoft/UH ID
Number**

Type or Print Name:

Position/ Title

REASON FOR REQUEST:

Building #	Room #	Room Type	Key ID # (same as # on lock)	Building #	Room #	Room Type	Key ID # (same as # on lock)

Advisor's Signature

Date

Room Supervisor's Signature

Date

Advisor's Name (print)

Room Supervisor's Name (print)