

**REQUEST FOR RE-KEYING OFF MASTER SYSTEM
UNIVERSITY OF NEBRASKA-LINCOLN**

Unique circumstances occasionally may justify removing locks for special rooms from the building master key system. Individuals desiring this arrangement for one or more doors must use this form to request approval from the department leadership, UNL Police, and BSM Key Shop Manager.

UNL Police and Building Systems Maintenance will retain keys/combinations to all areas including special rooms authorized to be keyed off the master key system. Custodial Services will have a key only if the requestor authorizes it. In the event that emergency response personnel need to enter the room and the master key/combo fails to grant access, the department requesting that the room be removed from the master system will be held responsible for any damage that occurs as a result thereof including repairs to doors, walls, locks, etc.

Please complete the following (print legibly) to request OFF-MASTER-SYSTEM keying. Obtain approval signatures in the order listed. A separate form must be submitted for each door except where several doors enter the same space. If the request is approved, the BSM Key Shop will retain the original form and re-key the approved door(s) at the department's expense.

Department Name: _____

Building and door # affected: _____

Room Function: _____

Reason for request: _____

Do you want Custodial Services to have access? YES _____ NO _____

Cost Object to charge: _____

APPROVAL SIGNATURES (ALL ARE REQUIRED)

_____	_____	Phone: _____
Department Head (print name)	Signature	

_____	_____	Phone: _____
Dean (print name)	Signature	

_____	_____	Phone: _____
Key Manager (print name)	Signature	

When the department's Key Manager, Department Head, and Dean have signed, forward to UNL Police-Building Access, 300 North 17th Street, 68588-0634 for approval and additional signatures.

For Office Use Only
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Approved _____ Not Approved _____ Remarks: _____

_____	_____
Building Access (print name)	Signature

_____	_____
Key Shop Manager (print name)	Signature