



Received: _____
 PKC: _____

College Key Custodian
enr.keys@usask.ca

306.966.5388

Key Return/Pickup in room 1B97.3

12:30 PM - 2:30 PM

MON – FRI

Have you had keys at the University of Saskatchewan before? (Leave blank if unknown)
 Yes No

College Key Request Form

Fillable PDF form: An incomplete form will be returned.

Section I: Key Holder Information

Type of Request:

- Staff or Faculty
 Grad Student
 Sessional Faculty
 Undergrad Student Group
 Visitor
 Other:

Have you read the college's Emergency Response Plan (ERP)?
[College of Engineering ERP](#)

- Yes No

Note: You will receive an email from enr.keys@usask.ca when your keys are available for pick up. **Processing time is 3-5 days.** You will be asked to show ID upon pickup. Keys will be handed out to the Key holder only.

Name (Last)	Name (First)	NSID **MANDATORY**
Start Date	End Date (When Key(s) are no longer required)	Contact Email Address (NSID@mail.usask.ca)
Department/Program	Contact Phone Number	

Section II: Key(s) Requesting:

<p>Rooms you require access to:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Note: If a lab space is requested, attach final signed orientation checklist confirming safety training has been completed. Safety Orientation Checklist</p> <p>Note: For Building access, you may be required to fill out a Working Alone or After-Hours Form. Talk to your Department Administrative Assistant in 3B48 prior to requesting Building access.</p>	<p>For Use by Key Custodian:</p> <p>Indicate Key(s) applied for: (Check box confirming correct keys received from KEYSHOP)</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>FMD Request # _____</p> <p>Date Requested: _____</p> <p>Date Arrived: _____</p> <p>Key Holder Emailed <input type="checkbox"/></p>
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Approval

Both of these Signatures are required and must be completed before keys can be ordered

Supervisor Approval

Name Signature Phone Date

Department Head/Designate Approval

Name Signature Phone Date

College Key Lending Policy

This Section to be completed with Key Custodian at time of Key(s) pick-up only

As the key holder, you understand and agree to the following:

1. These keys are property of the University of Saskatchewan and are on loan to you while you are employed or visiting the College of Engineering, and it is your responsibility to keep your keys safe and within your possession. _____ (Initial)
2. You are responsible for immediately reporting keys which are lost or stolen to the College Key Custodian (you can email enr.keys@usask.ca and provide your NSID and list of keys lost or stolen). _____ (Initial)
3. It is a violation of University policy to lend these keys to others, to use these keys to provide others access to the rooms these keys open, or to make copies or duplicates in any manner. The keys are authorized for your individual use only. _____ (Initial)
4. These specific keys are coded to your personal NSID, these exact keys must be returned upon the completion of your Contract of employment or program to the Key Custodian. The Key Custodian WILL NOT sign your exit form unless all Keys coded to you are returned. _____ (Initial)

Key holder Signature (you have understood the policy, and accept responsibility for these keys):

Name Signature Date

Custodian Office Hours

All Year Round	
Monday - Friday	8:00AM – 4:00PM
EXCEPTION: Mail Delivery Hours	OFFICE CLOSED 2:30PM – 3:00PM
EXCEPTION: Lunch Hours	OFFICE CLOSED 12:00PM – 12:30PM
EXCEPTION: Weekends and Statutory Holidays	OFFICE CLOSED

Building Hours

Fall and Winter Terms (September 1 st – April 30 th)	
Monday - Friday	7:30AM – 9:00PM
Saturday, Sunday and Statutory Holidays	9:00AM – 9:00PM
EXCEPTION: December 24 th	7:30AM – 4:30PM (University Closed at 3:00PM)
EXCEPTION: December 25 th - January 1 st	CLOSED (Engineering Building Locked)

Spring and Summer Terms (May 1 st – August 31 st)	
Monday - Friday	7:30AM – 9:00PM
Saturday, Sunday and Statutory Holidays	CLOSED (Engineering Building Locked)