



Key Control Policy

The Key Control Policy requires all who are issued keys to University buildings to complete a Key Request form. A Key Authorization Slip (below) is required by the Department of Macromolecular Science and Engineering. Please return this form to Tamara Fulton, KH Smith 314.

Your Case ID Card is required to pick up a key. If you do not have an ID card, a written authorization is required from your department and another form of picture ID, (i.e. a driver's license or passport). This is necessary for all students with a temporary Case ID. Keys can only be picked up by the person to whom they are issued.

Keys are issued at the Office of Access/Auxiliary Services in the basement of Crawford Hall. We suggest you call ahead to make sure your key is ready (368-2724). It typically takes about 10 days until the key is ready. All keys must be turned in to the same office by personnel who are terminating employment or transferring to another department.



Key Authorization Slip

Date: _____ CWRU ID#: _____

Last Name: _____ First: _____

Email Address (Network ID): _____

Room(s): _____

Advisor Name: _____

Advisor Signature: _____

Speedtype: _____

Building Access? Please Circle: Y or N Key(s)/Access Expiration Date: _____

PLEASE NOTE: Keys will be held at Access Services for a maximum of 45 business days. Unclaimed keys will be returned to the Key Shop, and the issuing department via the speedtype listed above will be charged a \$25.00 service fee.

Please return bottom portion of this slip to Tamara Fulton, room 314 to process a Key Request. If you have any questions, feel free to call me at x. 4172.