

KEY REQUEST & KEY RETURN PROCEDURES

Division of Electrical and Computer Engineering

The Key Request form is a fillable form and **MUST** be typed, **handwritten forms are unacceptable.**

Students will complete the Key Request form and email it to the faculty member authorizing use of a particular room, then the faculty member will forward that form to me by email (Sandy Saale, sandys@lsu.edu).

I will check the form for accuracy, and sign as Building Coordinator, I will submit a work order to Facility Services.

Upon completion of the work order, the student will receive an email from Facility Services stating that the requested key(s) is/are ready to be picked up (usually takes 2-3 days).

The student will go to Customer Service Center at the Office of Facility Services, (located on CEBA Lane directly across the street from Patrick F. Taylor Hall) to get the key(s).

**You must bring your LSU ID or the key(s) will not be given to you;
NO ONE CAN PICK UP YOUR KEYS FOR YOU**

KEY RETURN:

The student MUST complete the Return Key form and return ALL key(s) to the same place: Customer Service Center at the Office of Facility Services.