

OTHER- FM Team - KEYS

	Activity	Who	Form/Hyperlink
Step 1:	New Employee Change locations/building Employment status change	Request from Director	N/A
Step 2:	Complete Key request form	Employee, Admin, Director; all can complete form MUST get Director's signature	Key Request form attached 
Step 3:	Send form to Key shop in Department of Public Safety (fax# on sheet)	Admin/Director	Key Request form attached 
Step 4:	Make keys	Key Shop at Department of Public Safety will deliver them to requestor	N/A