



MASTER KEY REQUEST FORM

SECTION 1

When requesting a key, this form must be completed and signed by the relevant Department Head/Assistant to the Dean/Senior Technician.

REQUEST DETAILS

Name	
Department	
Phone ext.	
MASTER KEY TYPE - please enter Qty required	
Plassey House Master	
1A Grand Master (Blocks A&B)	
1B Grand Master (Blocks C, D&E)	
Abloy Grand Master	
1A Sub-master	
1B Sub-master	
Abloy per Building <i>Please provide building name</i>	
Abloy Sub-master <i>Please specify sub-master type</i>	
Number of copies required	

SECTION 2 - AUTHORISATION

Requestor signature	
Approver signature <i>(Department Head /Faculty Manager /Chief Technical Officer)</i>	
Approver signature <i>Director, Buildings and Estates</i>	
Date	
Department Cost Centre €30 charge for each key	

Completed forms should be returned to Buildings & Estates Office Staff, AM-065, Main Building



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SECTION 3 - ISSUING OF MASTER KEY

*A master key is issued on the strict understanding that the key holder is responsible for its safekeeping. It should not be given to any person. **Should the key be mislaid/lost, the Buildings and Estates Department should be contacted immediately.***

When a master key is no longer required by this key holder, it should be immediately returned to the Buildings and Estates Department.

I have read the above and agreed to follow the procedures as outlined

Signature

Date

OFFICE USE ONLY

Key ordered from

Date

Collected by

Date

Total Keys Charged