



University Facilities Management Lock Shop

Administrator's Delegation to Building Curator for Lock Shop Requests

Name (please print): _____

Title: _____

Date: _____

Division: _____

Campus: _____

Department: _____

Building: _____

Name of Building Curator: _____

Kent State Banner ID Number: _____

Operational Policy (3342-5-2-12.405) regarding key and electronic access control:

(E 1) The Unit administrator is responsible for:

- (b) Approving (or delegating authority to building curator to approve) key or access card requests and forwarding such requests for further processing in accordance with this policy.

***I hereby authorize the above-listed Building Curator
to make Lock Shop requests on behalf of the Department:***

Signature

Date

Please email this completed form to:
ufm_service_center@kent.edu for Electronic Lock Requests