



UNIVERSITY FACILITIES MANAGEMENT

BROKEN OR DAMAGED KEY CARDS

DO NOT DISCARD BROKEN OR DAMAGED KEY CARDS

- 1) Please return all broken or damaged key cards to University Facilities Management's Lock Shop located at 1787 Summit Street.
- 2) Any broken or damaged cards will be replaced at no charge.
- 3) If card is not returned to the Lock Shop, a fee will be assessed as per guidelines set forth.

Revised 05/16/13 - JR

• Building Maintenance • Receiving & Distribution • Custodial Services • Electrical • Fleet Services • Grounds • Parking Services Maintenance •
• Structures • Energy Management •

1787 Summit Street P.O. Box 5190 Kent, Ohio 44242-0001 Phone: 330-672-2345 Fax: 330-672-2956 Web Site: www.kent.edu/ufm