

# AME KEY REQUEST INSTRUCTIONS

## 1. Fill out a Key Request Form

- Only fill out the “KEY RECIPIENT” and “KEYS” section of the key request form
- If you need an empty form, you can find it here:  
<https://ame.engineering.arizona.edu/faculty-staff/resources>
- Hook # can be left blank if you don't know it
- Building number is 119 and Department number is 2305.
- Do not write or sign anything in the “DEPARTMENT AUTHORIZATION” or “KEY RECIPIENT AGREEMENT” sections
- Save file as “Key Request – [Your Name]”
- If you would like a building entrance key, write “ENT02” as one of your room numbers

## 2. Submit your Key Request Form

- Submit your key request to [AME-key\\_request@ame.arizona.edu](mailto:AME-key_request@ame.arizona.edu) with the subject line “AME Key Request – [Your Name] for [Room Numbers Requested]”
- **If you are not AME faculty or staff, please get your supervisor's approval via email and forward it to the AME key request email address along with your key request form**
- From here, the AME department will approve your request, check that the form is filled out correctly, and submit your form to the FM Keydesk. You will be cc'ed on the message to the Keydesk.

## 3. Sign the Adobe Sign link that is sent to you

- You should receive an email from the FM Keydesk with an adobe sign link. If this takes more than 48 hours after your request was forwarded to the FM Keydesk, please reach out to [AME-key\\_request@ame.arizona.edu](mailto:AME-key_request@ame.arizona.edu) to check on the status of your request.
- You must be able to digitally sign your key request form. If you are having difficulty accessing Adobe Sign, please contact the UITS 24/7 helpline (<https://it.arizona.edu/get-support>) to resolve the issue.

## 4. Schedule an appointment to pick up your key

- Appointments can be made through this link:  
<https://outlook.office365.com/book/KeyDesk@emailarizona.onmicrosoft.com/>
- Do not schedule your appointment before you sign your form via adobe sign. You will not be able to pick up your keys if you have not signed.
- The key desk is located on the 2<sup>nd</sup> floor of the Facilities Management building, 1405 N Ring rd. Limited parking is available on the south side of the building, and there is a bike rack inside the small gated area to the left of the entrance.

# EXAMPLE KEY REQUEST FORM



THE UNIVERSITY OF ARIZONA  
BUSINESS AFFAIRS  
**Facilities Management**

## KEY REQUEST FORM

KEY RECIPIENT			
FIRST NAME Wilbur	LAST NAME Wildcat	DEPARTMENT NUMBER 2305	NET ID OR EMPLOYEE ID wilburwildcat
TITLE Mascot		EMAIL wilburwildcat@arizona.edu	PHONE NUMBER 520-621-5555

KEYS				
BLDG #	BUILDING NAME	AREAS/ROOMS/ENTRANCES	HOOK #	KEY TYPE
119	Aerospace and Mechanical Engineering	N200		Standard
119	Aerospace and Mechanical Engineering	S436		Standard
119	Aerospace and Mechanical Engineering			Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard
				Standard

<b>DETAILED JUSTIFICATION</b> (REQUIRED IF REQUESTING MASTER OR SUBMASTER KEYS)	
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DEPARTMENT AUTHORIZATION		
Departments should only issue keys that are required for an individual to perform their job duties. Keys should never be issued for the sake of convenience.		
<b>DEPARTMENT HEAD</b> (IF REQUIRED)	NAME	SIGNATURE
<b>DEPARTMENT SIGNER</b>	NAME	SIGNATURE
<b>BUILDING MANAGER</b> (IF REQUIRED)	NAME	SIGNATURE

KEY RECIPIENT AGREEMENT	
University of Arizona building keys are, and remain, the property of the University of Arizona.	
It is the personal responsibility of each individual to whom University of Arizona keys are issued, to safeguard those keys at all times and return all issued keys back to the University of Arizona Facilities Management Key Desk.	
By signing below, the key recipient agrees to:	
1. Diligently safeguard the key(s) I am being issued.	
2. Return the above listed key(s) to the UA FM Key Desk prior to:	
<ul style="list-style-type: none"> <li>Relocating to a different University Department or building</li> <li>Graduation</li> <li>Leaving the employ of the University of Arizona due to voluntary or involuntary termination of employment, or retirement</li> </ul>	
X _____	_____
<b>KEY RECIPIENT SIGNATURE</b>	<b>DATE</b>

<b>RECEIVED BY</b>	NAME	SIGNATURE	DATE
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