



Key Issue Form

Acceptance of Responsibility On Issue of Building Keys		
Name:		
Key Code:		Key Issue No:
Building:		Room No:
Contact Phone No.:		
I agree to the following duty of care conditions: <ul style="list-style-type: none"> • I accept responsibility for the key identified above • I undertake not to transfer or loan this key to any other person • I undertake to return this key to Security as soon as I no longer require it • I undertake to inform Security immediately should I lose this key • I accept that the cost of a replacement key or any alterations to locks as a result of my negligence will be met by my cost centre 		
Signature:		Date:
Postgraduate Students Only		
Supervisor:		
Commence Date:		Complete Date:

Head of Division / Unit or Nominee Authorisation		
<i>It is the responsibility of individuals to make sure keys no longer required are returned to Security</i>		
Division / School		
Cost Centre Code:		
Name:		
Phone:		
Signature:		Date:

Security Use Only		
Key to be ordered: Yes / No	Charge: Yes / No	Key Register Updated : / /
Issuing Key		
Name:		
Signature:		Date:
Key Returned to Security		
Signature:		Date:



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