

KEY CONTROL FORM – Contractors

Company Name: _____

Contact person's name: _____ Phone: _____

Project name: _____ Project number: _____

CONDITIONS: Contractors working at the University of Toledo will be issued keys to areas in which access is required to complete their work. This form must be completed and signed by both the contractor's authorized representative AND by the UT Project Manager. Completed forms should be submitted to UT Police Key Control at least **one week** prior to the start of the project.

KEYS NEEDED: (please fill out the first three columns – quantity, building, and room – ONLY)

Quantity	Building	Room #	Key #	RECEIVED date & init	Quantity returned	Date returned	Received by

TERMS: Persons to whom keys to University facilities are issued are prohibited from duplicating, lending, or transferring said keys to any other person. Keys must be returned to UT Police Key Control when they are no longer needed, or during the final close out of the project. Once ALL keys have been returned a receipt will be issued by UT Police Key Control. This receipt is a pre-requisite for final payment. The cost for any lost or stolen key will be charged to the contractor, at a fee of no less than **\$100 per key**. In the event the loss of the key requires a re-keying of an office, suite, or building, the company will be assessed a fee commensurate to the expense incurred by the University to re-key the affected area.

CONTRACTOR'S AUTHORIZED REPRESENTATIVE:

I attest that I have read and understand all of the conditions and terms outlined above. I further attest that I am authorized to accept keys on behalf of the company, and that I am authorized to bind the company and/or its surety for the costs and fees for lost/stolen/missing keys as described above.

Name: _____ Position/title: _____

Company: _____ Phone: _____

Signature: _____ Date: _____

UT PROJECT MANAGER:

Name: _____ Position/title: _____

Signature: _____ Date: _____

***Send completed forms to UT Police Key Control, MS 207.
The Contact person listed at the top of this page will be contacted when the key(s) are ready to be picked up.***