

Building Master Justification Memo for UCF Employees

Date: _____

To: Duane Siemen
Interim Associate Vice President
Administration and Finance (Facilities & Safety)

From: _____

Subject: Request for Building Master Key access for _____

I am requesting UCF Building Master key access authorization for _____

Access to the Building Master(s) is needed for the following purpose:

I have read and will comply with UCF Policy, 3-105 Keys. I understand that the Building Master keys must be checked back in within the 12-hour curfew. I understand that failure to follow UCF Policy, 3-105 Keys will result in disciplinary action, up to and including my termination.

Employee Name Employee Signature Employee UCF ID# Date

Supervisor's Name Supervisor's Signature Date

Print Form

Submit by Email