

## Contractor/Vendor Key Request Letter Template

\*\*\*\*\* COMPANY LETTERHEAD \*\*\*\*\*

Date

Mr. Christopher Mcalary  
Assistant Vice President of Facilities & Safety  
3528 Perseus Loop  
Orlando, FL 32816

Dear Mr. Mcalary,

I am requesting UCF (*Building Master, Electrical/Mechanical- select one*) key access authorization for the (*identify project/purpose*). The building number associated with the project is (*##*). This request will expire on (*XX/XX/XXXX*). The company contact for (*identify project*) is:

Facilities & Safety Project Manager:

Name:  
Position:  
Phone #:  
Email:

The employees requiring access are:

Name:  
Position:  
Phone #:  
Email:  
Reason:  
Start date:  
End date:

(Duplicate above information for each requested employee.)

I will ensure that these employees are informed of the following information:

- Keys must be checked out and returned within 12 hours to the Work Control Center

(WCC) Traka box. If a key is not returned within 12 hours, an email will be sent to the company contact (listed above) and the key holder, alerting them that the key is overdue.

- All keys remain university property.
- The company assumes financial responsibility for any re-keying required due to keys lost or not returned.
- The holder of a key to any university facility assumes responsibility for the safekeeping of that key and its use. Giving, loaning, or swapping keys with others is prohibited. Lost or stolen keys must be immediately reported the WCC (407-823-5223), when leaving a campus area or building, all doors must be secured as they were upon arrival. The WCC will issue to the company a key receipt, which must be submitted to the UCF Project Manager as part of the project close out.
- Failure to return keys in a timely manner may result in denial of access.
- Continuing Service Contractors that require routine access to buildings such as Fire Systems, Hazardous Waste, and Fire Extinguisher etc, the Vendor Letter will expire one year from the start date and a new request must be submitted.
- **Contractors are individually responsible for meeting and monitoring their job specific workplace safety requirements. They include, but not limited to OSHA Fall Protection Standard 29 CFR 1910.269 and 29 CFR 1926, Subpart V.**

Signed:

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Senior Company Officer

Approved:

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Assistant Vice President of Facilities & Safety

Form Revised September 23, 2021