



VENDOR KEY REQUEST FORM

CONTRACTOR / VENDOR KEY REQUEST INFORMATION							
VENDOR COMPANY NAME							
VENDOR CONTRACT TYPE							
TYPE OF KEY(S) REQUESTED							
BUILDING NUMBER AND NAME							
PROJECT / WO NUMBER AND NAME							
START DATE				END DATE			
UCF CONTACT							
UCF CONTACT NAME							
UCF CONTACT POSITION							
PHONE				EMAIL			
CONTRACTOR / VENDOR COMPANY EMPLOYEES REQUIRING ACCESS (KEY HOLDERS)							
NAME				NAME			
POSITION				POSITION			
PHONE				PHONE			
EMAIL				EMAIL			
START		END		START		END	
NAME				NAME			
POSITION				POSITION			
PHONE				PHONE			
EMAIL				EMAIL			
START		END		START		END	
NAME				NAME			
POSITION				POSITION			
PHONE				PHONE			
EMAIL				EMAIL			
START		END		START		END	
NAME				NAME			
POSITION				POSITION			
PHONE				PHONE			
EMAIL				EMAIL			
START		END		START		END	
VENDOR COMPANY AKNOWLEDGEMENT							

- Keys will be checked out at the Work Control Center and returned within 12 hours. Untimely return will result in an email being sent to the key holder, vendor senior company officer, and the UCF contact. Failure to return keys in a timely manner may result in a denial of access.
- All keys remain University property.
- The key holder / vendor assumes financial responsibility for any re-keying required due to lost or not returned keys.
- The keyholder assumes responsibility for the safekeeping of the key and its use. Giving, loaning, or swapping with others is prohibited. Lost or stolen keys must be immediately reported to the WCC (407-823-5223), and lost GGM keys must also be immediately reported to the UCF Police Department (407-823-5555).
- When leaving a campus area or building, all doors must be secured as they were upon arrival.
- GGM access letters for continuing service contractors are valid for 1-year, and then a new request must be submitted.
- **Contractors are individually responsible for meeting and monitoring their job specific workplace safety requirements, They include, but are not limited to OSHA Fall Protection Standard 29 CFR 191.269 and 29 CFR 1926, Subpart V.**

VENDOR SENIOR COMPANY OFFICER APPROVAL			
NAME	SIGNATURE	PHONE	EMAIL