

GGM Justification Memo for UCF Employees

Date: _____

To: John McInerney
Director, Facilities Maintenance

From: _____

Subject: Request for Great Grand Master (GGM) Key access for _____

I am requesting UCF GGM key access authorization for
Access to the GGM is needed for the following purpose:

I have read and will comply with UCF Policy, 3-105 Keys. I understand that the GGM key 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.

Cell phone: _____

This will be used only by Work Control to contact you in the event the GGM is not returned prior to the curfew expiration.

Employee Name Employee Signature Employee UCF ID# Date

Supervisor's Name Supervisor's Signature Date

Print Form

Submit by Email