

MECH Key Justification Memo for UCF Employees

Date: _____

To: John McInerney
Director, Facilities Maintenance

From: _____

Subject: Request for Mechanical/Electrical (MECH) Key access for _____

I am requesting access to a MECH key for: _____

Access to the MECH is needed for the following purpose:

I have read and will comply with UCF University Access Control Policy, 3-105. I understand that the MECH key must be checked back in within the 12-hour curfew. I understand that failure to follow UCF University Access Control Policy, 3-105 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 MECH key is not returned prior to the curfew expiration.

Employee Name

Employee Signature

Employee UCF ID#

Supervisor's Name

Supervisor's Signature

Once completed, email the request to your department KM-SAR/UACR for routing in Peoplesoft. The list of KM-SAR/UACR is located in PowerDMS.