

TEMPORARY KEY SURRENDER FORM

COVID-19 PROCEDURE

As a reminder, any University-issued keys for non-residential campus spaces need to be returned to the Facilities Management Customer Service Center in room B 0043. Due to increased security measures resulting from COVID-19, UAlbany ID Card access to the Humanities Building is required to reach room B 0043.

If you have University issued keys that need to be returned, and do not have UAlbany ID Card access to the Humanities Building, please complete the below form, place in an envelope with any keys to be returned, write on the envelope 'CSC Humanities Bldg Room B 0043', and drop the envelope off in a box on the counter in UPD's lobby.

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**NAME:**

**EMPLID#:**

**DATE:**

**E-MAIL (CSC will mail scan of receipt):**

**KEY CODE:**

**ROOM #:**

**KEY CODE:**

**ROOM #**

**KEY CODE:**

**ROOM #:**

**KEY CODE:**

**ROOM #:**

**KEY CODE:**

**ROOM #:**

**KEY CODE:**

**ROOM #**

|                          |       |
|--------------------------|-------|
| CSC                      |       |
| Received by:             | Date: |
| Emailed Receipt on Date: |       |