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Department Chairs, Directors, and Administrators have the authority to request keys for personnel in their department. These individuals, plus any others they may designate, must have a completed “Signature Authorization Card” on file in Key/Card Control Center. For security purposes, Key/Card Control Center personnel must be able to verify the signatures on Key Request Cards. Each department should maintain a copy of these cards for reference. Personnel authorized to request keys should be kept to a minimum. When a new Chair/Director is appointed, a new Signature Authorization Card is needed.

An individual authorized to request keys for more than one building should have this information listed on the back of the Authorization Card, as well as any restrictions or additional information deemed necessary. Signature Authorization cards are available only at the Key/Card Control Center.

The Ohio State University
Signature Authorization for Key Requests

Name of Authorized Person (print or type) John Jones
and Signature John Jones

Mailing Address Brown Hall Room 130 175 W. 11th Ave.
Buildings Responsible for Brown Hall

I hereby authorize the above individuals to sign Key Request Cards for this Department.

Signature of Dean-Chair-Dept. Admin Mike Williams Date 2/15/00

Return this card to: Facilities Operations and Development, Key/Card Control Center 2003 Millikin Road, 035 Central Service Building

Form #711—Rev. 5/00
(Use reverse side for additional information)
For each key requested, a “Key Request Card” (form 9564) must be typed and filled out completely. This request must be made out in the name of the person who will be using this key and must be approved by a person with a Signature Authorization Card on file at the Key/Card Control Center. The request needs to indicate a specific outside door, room, or other area.

The Key Request Card is a 2-part form. Send both copies to the Key/Card Control Center. Blank Key Request Cards are available only at the Key/Card Control Center. There is no charge for these forms.

Please type. If you must print, please do so legibly and press firmly. We must be able to read the hard copy at the back of the request.

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<tbody>
<tr>
<td>Key Request Card</td>
<td>TO BE TYPED Keys normally ready 5 working days after request is received.</td>
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<td>(2) Organization</td>
<td>(3) OSU ID No.</td>
<td>(4) Last Name</td>
<td>(5) Title</td>
<td>(6) Department Name</td>
<td>(7) Date</td>
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<td>(8) Building Name</td>
<td>(9) Bidg. No.</td>
<td>(10) Transfer or Lock Change</td>
<td>Deposit</td>
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<td>Check One:</td>
<td>Outside Dr.</td>
<td>Room No.</td>
<td>Other</td>
<td>Send all copies to:</td>
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<td>Key/Card Control Center</td>
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<td>2003 Mlk Dr.</td>
<td></td>
<td>The Ohio State University</td>
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(1) Serial Number (provide this number on transfers only). If a transfer, check Transfer box & see #10.
(2) Organization number. Use the organization number of the department to whom the space or core is assigned. This will not necessarily be the same as the organization number associated with the employee’s appointment.
(3) Employee ID# or name.# for students
(4) Last Name, First Name of person to whom the key will be issued
(5) Title of person to whom the key will be issued
(6) Department Name of person to whom the key will be issued
(7) Date
(8) Building Name
(9) Building Number
(10) Transfer or Lock Change. Please check appropriate box, if applicable.
(11) Check One … Outside door key, Room number, or Other. Please specify description (i.e., room number, sub-master, master, padlock)
(12) Key Code. This is the code found on the core of the actual door.
(13) Security Deposit. This is for Key/Card Control Center.
(14) Rec. # - Security Deposit ticket number. This is for Key/Card Control Center.
(15) Authorized Signer of department. Must be appointed by Dean, Chair, or Director. Please contact Key/Card Control Center for your department’s appointee.
(16) This line is for additional approval, if required.
(17) Received. Signature of person receiving the key, upon receipt of key.

Type and send both copies of the Key Request card. If you must print, please do so legibly and press firmly.
Keys are normally ready for pick-up three working days after the Key/Card Control Center receives the Key Request Cards. Departments are notified via e-mail when their keys are ready. This notification process lists the individual’s first initial & last name and states, “Keys are ready for pick-up.” Keys not picked up within thirty (30) days will be destroyed.

A valid faculty/staff ID is required to pick up keys. The person with a Signature Authorization Card on file may complete a messenger slip to authorize a specific person to pick up keys for faculty and staff. Messenger slips are available online and at the Key/Card Control Center.

Students (unless employed as graduate associates) are required to provide a $5 (cash only) deposit for each key and will be required to pick up their own keys. When the student returns the key to the Key/Card Control Center, the deposit is refunded.
Pink Slips are the second pink colored copy of the Key Request Card. The pink slips are receipts that should be kept by the Authorized Signer. They should be used as a record of all people who have keys in a department. Once a key has been issued or transferred in the Key/Card Control Center, the pink slip will be sent to the Authorized Signer. Please keep all pink slips in a file in your office.

When transferring a key, please include the pink slip of the person from whom the key is coming with the transfer request that is sent to Key/Card Control Center. The pink slip should also accompany all keys that are being returned to Key/Card Control Center.

It is suggested that all pink slips be screened before the end of each quarter for people scheduled to depart. Staff, faculty, and students who are departing should be directed to the Key/Card Control Center to return their keys.

Please do not remove the pink slip of any key requests or transfers before sending the Key Request Card to Key/Card Control Center. The pink slip will be sent back to the Authorized Signer’s office, once the transaction is complete.
The person whose name appears on the Key Request Card is responsible for returning the key to Key/Card Control Center. However, departments may return faculty or staff members’ keys for them by taping the key to the matching pink copy (same code and serial number) of the Key Request Card. Each student must return his/her own keys for a refund of the key deposit.

For security purposes, departments should not keep keys for re-issue within the department unless the proper paperwork is completed (see Transfer Request Card & Instructions, page 8).

Staff, faculty, and students who are departing should be directed to Key/Card Control Center to return their keys.
When a faculty or staff member is replaced and the department wishes to transfer keys from one individual to another, a Key Request Card is needed for each key to be transferred to the new employee. Send the new Key Request Card along with the pink slip for the key you are transferring the proper key is transferred. The new pink slip will be returned to the department when the transfer is completed.

Please send all three copies of the Key Request Card and type. If you must print, please do so legibly and press firmly. We must be able to read the hard copy at the back of the request.

| (1) Serial Number of key you are transferring. See “How to Read a Key,” p. 10. |
| (2) Organization number. Use the organization number of the department to whom the space or core is assigned. This will not necessarily be the same as the organization number associated with the employee’s appointment. |
| (3) Employee ID# or name # for students |
| (4) Last Name, First Name of person to whom the key will be issued. |
| (5) Title of person to whom the key will be issued. |
| (6) Department Name of person to whom the key will be issued. |
| (7) Date. |
| (8) Building Name. |
| (9) Building Number. |
| (10) Transfer or Lock Change. Please mark the Transfer box. |
| (11) Check One: Outside door key, Room number, or Other. Please specify description (i.e., room number, sub-master, master, padlock). |
| (12) Key Code. This is the code found on the core of the actual door. See “How to Read a Key,” p. 10. |
| (13) Security Deposit. This is for the Key/Card Control Center. |
| (14) Rec. # - Security Deposit ticket number. This is for the Key/Card Control Center. |
| (15) Authorized Signer of department. Must be appointed by Dean, Chair, or Director. Please contact the Key/Card Control Center for your department’s appointee. |
| (16) This line is for additional approval, if required. |
| (17) Received - signature of person receiving the key. |

Type and send both copies of the Key Request Card. If you must print, please do so legibly and press firmly.
Lost or stolen keys should be reported immediately by the individual to the department first, the University Police Department, and then to Key/Card Control Center. OSU keys turned in to the Key/Card Control Center or Campus Lost & Found will be returned only to the department’s Authorized Signer or a designee appointed by the Authorized Signer.

If you find a set of OSU keys that do not belong to your department, please forward them to the Key/Card Control Center as soon as possible so they can be returned to the proper individual.
New Serial Number

Key Code – ABC01
  The Key Code is the same code stamped on the door core.

Serial Number – 2
  New serial numbers are sequentially counted up from the first key made.

Key Way – A
  The Key Way is the type of blank key used.

Old Serial Number

Key Code – ABC01
  The Key Code is the same code stamped on the door core.

Serial Number – 524651
  Old serial numbers usually consist of 3-6 numbers, occasionally followed by a letter.

Key Way – A
  The Key Way is the type of blank key used.
All Lock Change requests are to be submitted on a 100W form. Please state the building name, the room to be changed, and the core number (if a specific core is desired) and specify the number of keys requested. If no keys are needed, please state as such. Please include with the 100W the appropriate number of Key Request Cards signed by the department’s Authorized Signer.

Once the Lock Shop cuts the keys and sets up the cores, it will contact the person who initiated the 100W, unless a contact person is specified, to schedule the installation of the new cores. The Lock Shop will not install new cores without scheduling it with the department first. Please contact the Key/Card Control Center before coming to pick up the keys. Depending on the number of keys, it may take up to two (2) hours to process the keys before they can be released. The Key/Card Control Center will notify the department’s Authorized Signer via e-mail when the keys are ready. For your convenience, you can print the e-mail notification and use it like a messenger slip. In this case, you do not need a separate messenger slip.

Emergency lock changes should be coordinated with the Lock Shop, 292-4339.

A restricted lock is a code off individual master systems. To speed up the process when requesting a restricted lock core, please submit a letter to Key/Card Control Center explaining the need for the restricted lock. Please identify the building and the exact room numbers within. Be sure this letter accompanies the Key Request Cards and 100W.
Please send all three copies of the Key Request Card and type. If you must print, please do so legibly and press firmly. We must be able to read the hard copy at the back of the request.

(1) Serial Number. Provide this number on transfers only.
(2) Organization number. Use the organization number of the department to whom the space or core is assigned. This will not necessarily be the same as the organization number associated with the employee’s appointment.
(3) Employee ID# or name.# for students.
(4) Last Name, First Name of person to whom the key will be issued.
(5) Title of person to whom the key will be issued.
(6) Department Name of person to whom the key will be issued.
(7) Date.
(8) Building Name.
(9) Building Number.
(10) Transfer or Lock Change. Please mark Lock Change box.
(11) Check One: Outside door key, Room number. Please specify description (i.e., room number).
(12) Key Code. This is the code found on the core of the actual door. If requesting a specific Key Code, please specify here.
(13) Security Deposit. This is for the Key/Card Control Center.
(14) Rec. # - Security Deposit ticket number. This is for the Key/Card Control Center.
(15) Authorized Signer of department. Must be appointed by Dean, Chair, or Director. Please contact the Key/Card Control Center for your department’s appointee.
(16) This line is for additional approval, if required.
(17) Received. Signature of person receiving the key, upon receipt of key.

Type and send both copies of the Key Request Card. If you must print, please do so legibly and press firmly.
Desk and cabinet keys are ordered by submitting a 100W to Key/Card Control Center. List the number of keys needed and the lock number (not the OSU number) on the item. If the lock does not have a number on it, attach a sample key to the 100W. The Department will be notified when the desk or cabinet keys are ready. If there is no key available and the cabinet or desk is locked, state this on the 100W and list the room number where the item is located. The Lock Shop will come out to unlock the desk or cabinet.
Padlocks with keys can be purchased by submitting a 100W to Key/Card Control Center. Each padlock is issued with a set of keys and each lock is coded individually.

Departments desiring to purchase several padlocks **keyed alike** should submit a 100W, requesting the number of padlocks and keys to be purchased and state that you would like for them to be keyed alike. **Key Request Cards are not needed.** As additional keys are needed, they are requested on a 100W showing the number of keys needed and the code on the lock core. The department will be called when the keys are ready.

Departments desiring to purchase padlocks **keyed to their department code** should submit a 100W, requesting the number of locks to be purchased without cores, and give the department code desired. The 100W must be signed by an authorized person. **Key Request Cards are needed for each key ordered.**
Police & Fire emergency keys can be ordered by completing a Key Request Card, using “Police & Fire” as the name and leaving the social security number blank. Mark the “Other” box and type “Master Key” below the box. Your department’s Authorized Signer must sign the authorization signature blank. Send the card to the Key/Card Control Center. When the key is ready, we will notify you via e-mail.

Your department is responsible for picking up the key. Then contact OSU Police at 292-2121 and ask for the On-Duty Commander. OSUPD will send an officer out to your department to pick up the new key and take it to the Lock Shop. The Lock Shop will place it on the emergency key ring, and OSUPD will return the ring to your building’s Police & Fire emergency key box.

Please send both copies of the Key Request Card to Key Control. Please type the information on the card. If you must print, please do so legibly and press firmly.
Reports of your departmental key records can be obtained by filling out a Key Record/Lock Core Listing Request form. Departmental Record Request forms are available online or at the Key/Card Control Center.

**Section 1 – Request a list of key records**
The key record report will provide you with a list of every key assigned to your department. The report will include serial number, key code, owner name, social security number, and date issued. The report can be provided as a printed list or electronic copy.

**Section 2 – Lock core listing by door report**
A core listing by door report will provide you with a list of every door lock code in a building. By providing you this information, we can assist in completing the Key Request Card with the exact room number and code required. Key orders can then be processed more efficiently.

To request this information, please complete the appropriate section(s) and submit the completed form to Key/Card Control Center. To control security, this information can only be requested by and provided to the Authorized Signer.
All keys issued by the Key/Card Control Center are the property of the Ohio State University. People who have been issued keys must agree not to loan or give keys to anyone for any reason or have the keys duplicated under penalty of State law, Ohio Revised Code 3345.13.

Individuals should try their new keys shortly after they have been picked up. If they do not work, please return the keys to Key/Card Control Center during the Lock Shop hours. The Lock Shop will correct the key while you wait.

6:16a – 4:45p  Mon-Fri

During weeks with Ohio State holidays  
7:15a – 3:45p  Every day except the holiday (closed)

e-mail:  MTLOK@osu.edu

Custodial personnel will be issued Master or Restricted keys to the building in which they work ONLY with the permission of the building occupants. To help maintain security for your building, Master keys, Restricted keys, and Sub-master keys should not be issued unless absolutely necessary.
The following keys are considered high security or Facilities Operations and Development maintenance keys:

T002, T M, MS M, BS M, EMJ series

To expedite the process of requesting one of the above keys, please send a letter explaining the need for the keys, along with the Key Request Cards, to the Key/Card Control Center. Please identify the building and the exact room numbers within. The Key/Card Control Center will forward the letter and Key Request Cards to the proper department for approval. The person requesting the key will be notified if the request is approved or denied.
Please contact Service2Facilities at 292-6158 if you need to have a door unlocked or repaired.

Lock Shop
McCracken Power Plant
2003 Millikin Rd.
614-292-6059
e-mail: MTLOK@osu.edu

6:16a – 4:45p Mon-Fri

During weeks with Ohio State holidays
7:15a – 3:45p Every day except the holiday (closed)