



UNIVERSITY OF SOUTH ALABAMA

Lost Master Key Form

REKEY BUILDING
Department is Charged

DO NOT REKEY BUILDING
Reissue Lost Key

BUILDING OWNER
Table with columns: Name, Title, Phone, Email, Bldg., FOAPAL #, Fund, Org, Account, Program

LOST MASTER OR GRAND MASTER KEY
Table with columns: Key #, Serial #, Keyway

AUTHORIZED BY Department Head, Dean, Vice President
Table with columns: Signature, Print Name, Date

FACILITIES MANAGEMENT
Table with columns: Signature, Print Name, Date

I understand that the Master Key or Grand Master Key listed has been lost and leaves the building under my administration at risk. If I choose to rekey the building, my department will be responsible for all associated costs. If I choose to not have the building rekeyed, I recognize the risk and take responsibility for any future security issues that may arise if the key is found and used by an unauthorized person.

Email Completed Form to KeyManagement@southalabama.edu

Revision date: 2/05/2019