

# Contract Key Release Form

Every non-WSU employee needing temporary access to campus facilities in order to fulfill the duties of a contract with Weber State University must complete this form.

## PROJECT INFORMATION ( )

Project Name \_\_\_\_\_

Name of WSU Project Sponsor \_\_\_\_\_

WSU Project Number (or Work Order/Purchase Order Number) \_\_\_\_\_ Estimated End Date of Project \_\_\_\_\_

Will this contractor need a Facilities Key (AA1 or ANE) or FM Technician Access Level in the Access Control System?

Yes

\_\_\_\_\_



## Contractor Key Release Form .2

### KEYS CURRENTLY ISSUED TO THIS CONTRACTOR ( )

Does this company currently have any keys issued to anyone who works for them?  Yes

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]