



PLANT ROOM KEY ISSUE REQUEST FORM PF354B

To: Warehouse

From: \_\_\_\_\_ (Name of Authorising Officer)

\_\_\_\_\_ (Title)

1. Request the issue of Plant Room key for: \_\_\_\_\_ (Building Name and Number)

Date: \_\_\_\_\_ Time:- \_\_\_\_\_ (Maximum Period that this form can be valid for is 3 months)

2. THIS REQUEST FORM DOES NOT INCLUDE THE ISSUING OF PLANT ROOM KEYS TO OTTO HIRSCHFELD BUILDING (BUILDING 81)

3. KEY MUST BE RETURNED TO WAREHOUSE (BUILDING99) BY 15:50 HOURS EACH DAY

4. Key to be issued to: \_\_\_\_\_ (Name)

From the Contract Firm: \_\_\_\_\_ (Company/Section)

For the purpose of: \_\_\_\_\_ (Nature of work)

5. The above person has been advised of his/her responsibility for RETURNING THE KEY AT COMPLETION OF WORK EACH DAY and of the consequences involving costs associated with the re-keying of the building should the key be lost.

Signature of understanding: \_\_\_\_\_ (person signing out the key from Warehouse)

Name (print): \_\_\_\_\_

6. Signature of P&F Authority: \_\_\_\_\_

Members Appointment: \_\_\_\_\_

Date: \_\_\_\_\_

7. PHOTO IDENTIFICATION IS REQUIRED BEFORE ANY KEY WILL BE ISSUED