

LAMONT DOHERTY EARTH OBSERVATORY

KEY REQUEST FORM

*Keys are issued by the LDEO Security Office, located at Administration Bldg, room 101.
Keys will only be issued to regular Lamont employees, DEES students, and Visitors / Adjuncts as needed.*

This form is to be completed by the Associate Director or Division Administrator for Division personnel who they deem requires a key to a building and/or room/lab. For a laboratory, the lab Principle Investigator (PI) will also need to authorize key issuance.

After signed by the AD/DA (and PI if required) the form is then to be brought by the employee/student/visitor to the LDEO Security Office. Key(s) will be issued as soon as stock is available.

The employee/student/visitor understands that by signing this form he/she acknowledges that they must take responsible care of key(s) and return each key upon termination/resignation of service or end of visit.

The Division will be charged \$10 for each key not returned. Charges for keys may not be charged to sponsored projects or to individuals.

I. Associate Director or Division Administrator Authorization:

print _____ signature _____

indicate bldg./room # key(s) needed: _____

II. Principal Investigator Authorization for Lab key:

print _____ signature _____

indicate lab # key(s) needed: _____

III. Employee/student/visitor acknowledgment of receipt of key(s):

print _____ signature _____ UNI: _____

For Security Office Use Only

Building	Room	Key Code	QTY

Date Issued: _____