



BOISE STATE UNIVERSITY

FACILITIES OPERATIONS and MAINTENANCE (FOM)

svcreqs@boisestate.edu

Mail Stop: 1270

Fax No: (208) 426-1892

CONTRACTOR KEY/ACCESS REQUEST

(PLEASE PRINT)

PROJECT# AND NAME: \_\_\_\_\_

PHONE #: \_\_\_\_\_

STRING ACCOUNT #: \_\_\_\_\_

PROJECT MANGER: \_\_\_\_\_

Fees

PROJECT START DATE: \_\_\_\_\_

\$30.00 Flat Labor Rate

EXPECTED COMPLETION DATE: \_\_\_\_\_

\$15.00 per Building/Door Key

CONTRACTOR NAME: \_\_\_\_\_

\$ 5.00 per Elevator/Etc. Key

CONTRACTOR AUTHORIZED REPRESENTATIVE: \_\_\_\_\_

REMEMBER – KEYS ARE A SECURITY ITEM

Building Name \_\_\_\_\_

List of Rooms \_\_\_\_\_

Number of Keys \_\_\_\_\_

Elevator Keys Etc. \_\_\_\_\_

Electronic Access Card Key #1: \_\_\_\_\_ Card Key #2: \_\_\_\_\_

Provide starting and ending date Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

PROJECT MANAGERS WILL NEED TO MAKE ARRANGEMENTS THROUGH CAMPUS ID TO OBTAIN ID/PROXY CARD FOR CONTRACTOR PRIOR TO GRANTING OF ACCESS

It takes three days to process a key request and make the key(s). When they are ready, the key holder will be contacted at the number provided. A photo ID must be presented at the time the keys are issued.

- Keys will be issued to Contractors Authorized Representative.
- Keys are the responsibility of the Contractor and must be returned at the end of the project.
- Lost or unreturned keys may result in the need to re-key the door/area. Per Boise State University policy, contractor's retainage will be withheld if all keys are not returned at project completion. If keys have not been returned within 30 days of completion, retainage will be used to re-key all doors as necessary to restore security.

AUTHORIZING SIGNATURE(S):

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

Contractor's Authorized Representative

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

Senior Project Manager or Associate Director or Director

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

Auxiliary Facility Director (if access to Aux facility needed)

RETURN COMPLETED/ORIGINAL SIGNED FORM TO FO&M/ MS 1270