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

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<th>Building</th>
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Date Issued: ______________________