

The image shows a web browser window displaying the Shawnee State University website. The browser's address bar shows 'shawnee.edu'. The website's navigation menu is open, showing the 'About' section. A red arrow points to the 'Offices A-Z' link in the right-hand column of the menu. The URL 'https://www.shawnee.edu/about-us' is visible in the browser's address bar.

Shawnee State University

shawnee.edu

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Shawnee State UNIVERSITY

About Admission & Financial Aid Academics Campus Life Career Resources Athletics Support SSU

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https://www.shawnee.edu/about-us

From SSU web page, click "About" and "Offices A-Z"

Shawnee State University's Administrative Offices

shawnee.edu/about-us/administrative-offices#F

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F

- [Facilities Planning & Construction](#)
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Click "Facilities Planning & Construction"

Facilities, Planning and Construction

- Custodial Services
- Facilities and Maintenance Staff
- Permits 
- Public Bid Information
- Related Links
- Submit Work Request



Our Mission
The Shawnee State University Facilities Department is committed to the goal of efficiently maintaining our campus in a safe, clean, comfortable, and cost-effective manner. We strive to continuously improve customer service to our students, staff, faculty and visitors in an effort to support the University's mission.

Facilities Forms | Shawnee State

shawnee.edu/about-us/administrative-offices/facilities-planning-and-construction/facilities-...

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Shawnee State UNIVERSITY

About Admission & Financial Aid Academics Campus Life Career Resources Athletics Support SSU

About / Office A-Z / Facilities, Planning and Construction / Forms

Forms

- Custodial Services
- Facilities and Maintenance Staff
- Forms
 - [Key Request Form](#)
 - [Move Gradecore and Checklist \(PDF\)](#)
- Public Bid Information
- Related Links
- Submit Work Request

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Click "Key Request Form"

PowerForm Signer Information

Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Initiator

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Vice President

Name:

Email:

Complete “Initiator” and “Vice President” sections.

NOTE: the VP section may contain a Chair *OR* an *authorized* person designated by VP.

Click “Begin Signing”.

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na2.docusign.net/Signing/?insession=1&ti=be42b7a04efc4271bd48a8c45b32769f

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Please Review & Act on These Documents

Beth Lansky
Shawnee State University

Shawnee State
UNIVERSITY
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Please review the documents below.

CONTINUE FINISH LATER OTHER ACTIONS +

Name: _____
Building/Area: _____
Room: _____
Key Code: _____

Reason for request:

- Total employee (IT not available anymore)
- New space assignment (cannot be used for assigned to Person)
- Replace lost key (1% \$K replacement fee per key. Note: must be used at Person's Office)
- Replace defective key (replacement must be returned to Person)
- Lock Change (Always use email)
- Other (use email)
- Temporary (use email)

* Current Key(s) must be returned to Facilities Department before new key(s) are issued.
* Keys will not be returned to students per SSU Policy 84.30

Employee Information

SSU Employee ID Number: _____
Department: _____ Phone Extension: _____

Full-Time Part-Time A/Health Services Adjunct

Faculty Administration Staff

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Click "Continue" at top in yellow box.

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Shawnee State UNIVERSITY

Key Request Form

Name: [REDACTED]

Building/Area: [REDACTED]

Room: [REDACTED]

Key Code: [REDACTED]

Reason for request:

- New or replace (all verifications required)
- Replace special assignment (Locks may only be returned to Facilities)
- Replace lost key (\$10.00 replacement fee per key. Fees must be paid at Facility's Office)
- Replace defective key (locks may only be returned to Facilities)
- LOCK CHANGE (Change to lock type)
- Other (Lock reason: [REDACTED])
- Emergency (Last name: [REDACTED])

* Guests keys must be returned by Facilities Department before new keys are issued. Keys will not be issued by students per CSU Policy 84.00

Employee Information:

SSN Employee ID Number: [REDACTED]

Department: [REDACTED] Phone Extension: [REDACTED]

Full Time Part Time Student Assistant Advisor

Faculty Administration Hourly

Approve: Vice President/Chairperson: _____ Date: _____

Director of Planning, Construction and Facilities: _____ Date: _____

Printed on: 11/11/2024

Printed by: [REDACTED]

Complete all sections in RED, and any others if applicable.

The person named in the VP/Chair signature line will receive an email asking them to sign; once complete, you will receive an email. The form will automatically be sent to Facilities.

Facilities will notify the person acquiring keys via email when the keys are ready for pick-up; they must come in person to Facilities to sign for the keys.