

## USC AIKEN KEY REQUEST FORM

Date \_\_\_\_\_

Requesting Individual \_\_\_\_\_

Keys Requested: (key number to be filled in by Operations Dept.)

|             |       |             |       |            |       |
|-------------|-------|-------------|-------|------------|-------|
| Bldg Number | _____ | Room Number | _____ | Key Number | _____ |
| Bldg Number | _____ | Room Number | _____ | Key Number | _____ |
| Bldg Number | _____ | Room Number | _____ | Key Number | _____ |
| Bldg Number | _____ | Room Number | _____ | Key Number | _____ |

Date key will be returned (if temporary issue only) \_\_\_\_\_  
Reason for issue \_\_\_\_\_

Signature of Individual Requesting the key(s) \_\_\_\_\_

Signature of Immediate Supervisor & Title \_\_\_\_\_

Signature of Department or Unit Head \_\_\_\_\_  
(if not already signed by)

Signature of Vice or Associate Chancellor \_\_\_\_\_  
(required for sub-master and master keys if not keys if not already signed by)

### Routing:

1. Submit original to USC Aiken Operations Department (Box 40).
2. Allow 3 business days and then email [Jessica.Snyder@usca.edu](mailto:Jessica.Snyder@usca.edu) to see if keys are ready.
3. Go to Operations office in Supply & Maintenance building to sign out keys
4. Return keys to Operations office when no longer needed.

### Building Numbers

|                                       |                                   |   |
|---------------------------------------|-----------------------------------|---|
| 901 Senior Net                        | 908 Student & Educational Support | 915 Ruth Patrick Science Education Center |
| 902 Tennis Team Bldg                  | 909 Etherredge Center             | 916 Business & Education Bldg             |
| 903 Penland Building                  | 910 Sciences Bldg                 | 920 Roberto Hernandez Baseball Stadium    |
| 904 Library                           | 911 Child Development Center      | 921 Convocation Center                    |
| 905 Student Activities Center         | 912 Pickens-Salley House          | 922 Facilities/Auxiliary Services         |
| 906 Humanities & Social Sciences Bldg | 913 Softball Pressbox / Office    | 926 Nursing                               |
| 907 Concessions Bldg                  | 914 Softball Locker Room          |   |

---

|                 |            |                 |            |
|-----------------|------------|-----------------|------------|
| Signature _____ | Date _____ | Signature _____ | Date _____ |
|-----------------|------------|-----------------|------------|

Key(s) Made \_\_\_\_\_ Returned \_\_\_\_\_

Key(s) Issued \_\_\_\_\_ Destroyed \_\_\_\_\_