

# LAFAYETTE COLLEGE

Facilities Operations  
Access Control Office  
610.330.5382

## KEY REQUEST FOR FACULTY AND STAFF

Information required to order key(s) for Faculty / Staff:

Persons Name \_\_\_\_\_

Persons Title \_\_\_\_\_

Building & Room(s) \_\_\_\_\_

Key Number(s) If Known \_\_\_\_\_

Length of Need (Return Date or ongoing) \_\_\_\_\_

You may request keys through Famis, campus e-mail, fax machine X5112, or campus mail  
An e-mail will be sent when key(s) are ready for signature at Facilities Operations main office.