

Return form to: **USC Lock Shop**  
**lockshop@usc.edu**



**Contractor & Vendor Key Record Form**

This form must be filled out **completely** and signed by an authorized USC representative. Keys **must** be requested **48 hours** prior to the start of the project. Project Managers are responsible for obtaining access approval from the appropriate Facility Managers. If a key code is unknown, a work order and the floor plan with the spaces needing access must be provided. Additional processing time may be needed for requests without key codes. Spaces with card access will not be issued keys, please fill out an iVIP form.

*Note: ALL CONTRACTOR KEYS ARE HOUSED IN THE CAL KEY BOX FOR UPC AND KAM KEY BOX FOR HSC. KEYS MUST BE RETURNED AT THE END OF EVERY SHIFT.*

<b>Company Name:</b>	
<b>Company Address:</b>	
<b>Company Phone #:</b>	
<b>Cell Phone #:</b>	
<b>Contractor Employee Name &amp; USC ID #:</b>	
<b>Project Manager:</b>	
<b>Project Name:</b>	

**KEY RESPONSIBILITY INFORMATION**

By signing this form the contractor assumes responsibility for the keys and agrees to return them by the due date. In the event that more time is needed, the contractor agrees to notify the Lock Shop on or before the due date. The contractor is solely responsible for the keys. If keys are lost or not returned, the contractor assumes all costs for re-keying the spaces associated with the provided key(s).

Key Code	Quantity	Building name and Room number:	Expected Return Date	Date Received

Key(s) Issued *For Lock Shop use only	Key(s) Received *For Lock Shop use only

<b>Contractor Signature:</b>	
<b>Project Manager Name:</b>	<b>Project Manager Signature:</b>  <b>ext:</b>