



BUILDING MASTER KEY (BMK) ISSUE REQUEST FORM PF354

To: Security Section

From: _____ (Name of Authorising Officer)

_____ (Title)

1. Request the issue of BMK key for: _____

For the period: _____

2. Key to be issued to: _____ (Name)

From the Contract Firm: _____ (Company/Section)

For the purpose of: _____

_____ (Nature of work)

3. The above person has been advised of his/her responsibility for **RETURNING THE KEY AT COMPLETION OF WORK EACH DAY** and of the consequences involving costs associated with the re-keying of the building should the key be lost.

• Signature of understanding : _____
(person signing out the key from Security)

Name (print): _____

4. Signature of P&F Authority: _____

Members Appointment: _____

Date: _____

5. **PHOTO IDENTIFICATION IS REQUIRED BEFORE ANY KEY WILL BE ISSUED**