PROCEDURE FOR REQUESTING A KEY - JIJAK
NON-EMPLOYEE

1) Requesting a key for Jijak – NON-EMPLOYEE
   a) The department Director shall request the key(s) needed by the non-employee.
   b) The department Director requesting the key(s) shall print out the Key Possession Form_Jijak-nonemployee, found at R:\All Departments\Key Request.
   c) Fill in *only* the following fields:
      i. Name - Enter the name of the non-employee needing the key
      ii. Company/Organization – Name of the company or organization responsible for the event
      iii. Building(s) – Enter the building(s) that needs accessed
   d) The department Director shall sign the form and send to Public Works.
   e) The department Director shall email the Administrative Assistant at Public Works, and cc the Director of Public Works with the following information:
      i. Name of non-employee needing key
      ii. Name of Company or Organization
      iii. Building(s) needing accessed
      iv. Date(s) access is needed
      v. Expected return date
      vi. Reason for need
      vii. Contact information of non-employee picking up key
   f) When the form has been received in Public Works the non-employee will be contacted to schedule a time for key pick up.
   g) The non-employee shall receive the key(s) then sign and date the form at that time.

Important – non-employee is *not* to sign form until receipt of key