

Lost or Stolen Access Key/Card Report

* Please fill in the following form and attach with a new key/card request form to replace lost key or card.

* Replacement fees can be paid in the facilities management office - McNally South MS011.

* Return this form attached with a new key request by e-mail to Facilities Management - facilities.management@smu.ca

Name:				
Date:		Department:	Department:	
Contact #:		Staff □ Faculty	□ Student □ Other (specify) □	
Loss/Theft of: Key 🗆 Access Card 🗆		When did you lose	When did you lose the key/access card?	
Would you like to request a replacement? Yes \Box No \Box Please note: There is a \$10 replacement fee associated with each key/access card.				
Would you like to request re-coring? Yes 🗆 No 🗆				
Please note: There is a \$50 re-coring fee associated with each lock/core. Are there any unique markings/keychains on the lost key/access card we should we aware of?				
Lost or Stolen Key/Access Card Details				
Building	Room # (pr	Key Code Purp inted on key)	ose of Room	
		Department Head: Name:		
		Signature:	(Please Print)	
FM OFFICE USE ONLY				
Replacement/Re-coring fe Received? Yes Am No I If not, reason:	e Iount: Date		Distributed by: Facilities Management: Security: Other (specify) Cher (specify) Ch	
Received/Processed by:			Date:	