

264 R.E. Phillips Services Building, University of Alberta,
Edmonton, AB T6G 2N3
Phone: 780.492.4833, ext. 2
Email to: mdesk@ualberta.ca

Annual Permit Key Access Authorization

Click on button to
remove text entirely

CONTRACTOR INFORMATION (please print clearly)

Company Name: _____

Employee's Name: _____
(First and Last name)

Office Contact Name: _____ Phone No: _____

E-Mail Address: _____

The following employees require keys:	
Name (First and Last Name)	Personal Identification (Company ID, Driver's License)
1.	
2.	
3.	
4.	
5.	

(All employees requiring keys must be listed)

University of Alberta Fiscal Year

From: April 1, 2024

To: March 31, 2025

- Report lost keys immediately to Protective Services at 780.492.5050.
- Keys may be signed out for a maximum of 10 days only.
- When carrying University keys, they must be attached to your person at all times.
- Return all keys to 264, R.E. Phillips Services Building.

Failure to return the keys within the allowable time will result in:

- the Contractor being charged for the cost to re-key a specific area or an entire building; and/or
- University of Alberta keys no longer issued to the Contractor.

I have read and understand the above statements

Signature

Print Name

Authorization (internal process only)

Facilities and Operations

Maintenance Desk

Signature: Darren St. Hilaire

Signature: Mary Murray / Gloria Mateychuk