

# VUMC KEY DESTRUCTION PROCESS

**For Keys Obtained from Facilities Management (i.e. Main Campus)\***

## Submit a NEW WORK REQUEST



1. **ENTER** in “Brief Description of Work” field -

♦ “Keys for Destruction – along with your Department/Unit Name”

2. **COMPLETE** the remaining portion of the form -

♦ Provide the following information about the AKRs in the **comments field**:

→ **AKR Name**—the AKR who will be onsite during the pick-up

→ **AKR Contact Number** - the best number to use on the day of pick-up

3. **SUBMIT** form -

♦ Facilities Management will retrieve the collected keys from an AKR at the location provided in the request.

### Facilities Service Request New

Brief Description of Work that needs done\*:

Keys for Destruction - Dept/Unit Name

Comments:

AKR Name:

AKR Contact Number:

Funding Source (if unknown, use the Cost Center Conversion tool)\*:

Funding Source description\*:

Building \*:

Floor \*:

Room Number/Location Description\*:

Contact Name \*:

Contact Email Address\*:

Contact Phone \*:

Submit

Version: v5.26.4.2165 [Logout](#)

**Facilities Management will *not* accept “dropped off keys” for destruction.**

\* Keys obtained from **VOS** or a **3<sup>rd</sup> party building management group** should follow the key return process outlined by that group.