

Engineering Services
 Tel: +64 3 364 2400 ext 6400, Fax: +64 3 364 2484
http://www.canterbury.ac.nz/engineering_services/

KEY ORDER FORM

Forward to Engineering Services
fmassist@canterbury.ac.nz

Department _____

Location - Building _____

Please issue the Following key/s to

Name _____ Staff ID No _____
(Requires ID before keys are issued)

Name _____ Student ID No _____
(Requires HOD/Manager approval before keys will be issued)

Authorised by _____
(HOD / Manager)
 Date _____

Room No	Room Description (ie Lab, Office etc)
_____	_____
_____	_____
_____	_____
_____	_____

Is this a request for a replacement key due to it being **Broken**
Lost
(Delete one)

Students: A \$30.00 deposit (per key) is required and is payable on collection of Key.
 Keys lost / replaced will incur a \$30.00 fine.

Staff: No Deposit required
 Keys lost / replaced will incur a \$10.00 fine

Security will contact you once the key is ready to be picked up and can be picked up at the Security Office (114 Ilam Road)

Every effort will be made to have keys available 24 hours after submission of the key offer to Engineering Service.