Steps to Return Keys That Are No Longer Required

When you no longer need a key(s) that was issued to you, please return it to the keys Office; otherwise, the key will remain on your Keys Record and remains your responsibility.

Please do not pass keys onto another person for their use; this could result in a security breach. All requests must go through the keys approval process.

Follow the steps below to return a key:

1. Bring the key(s) to the Keys Office:
   - Located in the FM Client Services office (Support Services Building, Rm. 1315) during regular business hours (M-F 7:00am-4:30pm)

2. Collect your deposit refund, if one was paid when the key(s) was issued to you

3. Sign the tablet, this indicates that the key was returned and accepted by the Keys Office
   - Both the key holder and approver will receive a confirmation email indicating that the key(s) was returned.