

## KEY PROCEDURE FOR CONTRACTORS/VENDORS

Contractors working on projects at Wright State University will be issued keys to areas in which access is required to execute their Work. The procedure to obtain keys is as follows:

- 1) The WSU Project Manager issues a Contractor/Vendor Key Request Form to the Contractor to complete. This form is used to submit the list of rooms into which access is required. The Contractor must obtain the signature of the Contractor's Authorized Representative and the assigned WSU Project Manager. The form will then be submitted to the University Customer Service Center along with the appropriate Physical Plant lock shop request(s) at least seven (7) days prior to commencing work.
- 2) Keys will be cut exclusively by Wright State University locksmiths.
- 3) The WSU Project Manager will be notified by WSU Physical Plant lock shop when keys are ready. The WSU Project Manager will be solely responsible for picking up the keys.
- 4) Contractors are to return keys to the WSU Project Manager when they are no longer needed or during the final close-out of the project.
- 5) When all keys have been returned by the Contractor on a project, a copy of the Contractor/Vendor Key Request Form showing when the keys were returned will be issued by the WSU Project Manager. This shall be considered the Contractor/Vendor's receipt and this process shall be required as a pre-requisite to any final payment for the project.

The WSU lock shop will be the sole source for making, duplicating, manufacturing or cutting of any key. The person to whom University keys are issued is prohibited from duplicating or lending such keys to any other person. The University will not issue more than two (2) sets of keys to any Contractor or vendor per project.

**Actual cost for lost or stolen keys and keys not returned will be back charged to the Contractor. The actual cost shall never be less than \$250.00 per key and could be as high as the actual cost to re-key the entire University. Final payment will be withheld until all keys are returned.**

The Contractor's Authorized Representative shall be defined as the person who is authorized to accept keys on behalf of the Contractor/Vendor's Company and to bind such company and/or its surety for the actual cost incurred to regain building and campus security.



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## CONTRACTOR/VENDOR KEY REQUEST FORM

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

Quantity Req'd	Quantity Issued	Building Name	Room #	Key #	Received by contractor Date/Initials	Quantity Returned	Date returned by contractor	Received by initials

*I have read the above Wright State University Key Procedure. I understand that if all keys are not returned upon completion of the project, I will be responsible for payment in full for the actual cost of unreturned keys which shall never be less than \$250.00 per key and could be as high as the actual cost to re-key the entire University including all costs incurred to regain building security and system integrity.*

Contractor's Authorized Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name \_\_\_\_\_

University Authorization: \_\_\_\_\_  
(Signature) (Date)