

# RIT Contractor Keys

Facilities Management Services (FMS) maintains a limited number of Contractor Key Rings and passes for card access. These keys/cards are managed by the FMS Operations Center in Building 99, Monday through Friday from 7:00 AM through 5:00 PM.

Contractors requiring keys for building and room access, must complete a Key Sign-out form (attached), indicating RIT Project Number or work location, RIT Project Manager or contact and contractor telephone number. Completed forms will be retained by the Operations Center until keys are returned. Upon return of keys, the Operations Center will issue a return receipt to the Contractor.

Due to the limited number of Contractor Key Rings, sign out periods must be limited to the shortest practical time period, generally daily or weekly. Key sets signed-out for daily use will be due back to the Operations Center by 5:00 PM that day, while weekly sets will be due back by 5:00 PM on the fifth working day after sign-out. Failure to return keys may result in delay or denial of applications for payment.

Contractors requiring access for periods of time greater than one week will be required to secure prior permission from the RIT Project Manager or FMS contact responsible for the work. All extended-issue rings will be due to the Operations Center for review and verification on a monthly basis.

All Key Rings remain the property of RIT, and as such should be handled with care. Contractors are expected to use all key sets responsibly and exclusively for the intended purpose of the contracted project/work. Contractors are encouraged to return Key Rings to the Operations Center as soon as work is completed, so that they may be reused for other contracted work.

Contractors receiving Key Rings will be bound by a \$500 replacement fee for any lost sets. In addition, payment of final invoice will be held until any lost/missing key issues are resolved.

**Key Sign Out:  
Daily / Extended**

*Key Set #* \_\_\_\_\_

*Date signed out* \_\_\_\_\_

*Date expected back* \_\_\_\_\_

*Company Name* \_\_\_\_\_

*Company Address* \_\_\_\_\_

*Company Phone Number* \_\_\_\_\_

*RIT Contact* \_\_\_\_\_

*RIT Project Number or Work Location* \_\_\_\_\_



*\* It is understood and agreed that failure to return this set of keys will result in a \$500 replacement charge.*

*\* It is understood and agreed that failure to return the key caddie will result in a \$20 replacement charge.*

*Name (please print)* \_\_\_\_\_

*Phone Number* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Supervisor's Name* \_\_\_\_\_

*Date Returned:* \_\_\_\_\_

*FMS Employee who received keys* \_\_\_\_\_