



KEY RULES

please remember...

- **Key requests** are made online through the Work Request System (www.jlab.org/fm).
- Keys **cannot be loaned**, duplicated or given to another individual.
- Key holders are **responsible** for assigned JLab keys until those keys are returned to **Facilities Management** (not their supervisor or administrative personnel).
- Keys **must be returned** when an individual intends to leave JLab for more than 6 months.
- Fill out & submit a Lost Key Report (online at www.jlab.org/fm) to report lost or stolen JLab keys.
- Keys are returned via **interdepartmental mail** to:

Locksmith
Facilities Management
Mail Stop 28G.