

University of North Carolina at Chapel Hill

Equipment Closet Key Agreement

This form should be reproduced, completed with all required information, signed by the requestor and the department head, and submitted directly to the ITS Communication Technologies, CB# 1830 or fax to 919-962-2444 for approval. Communication Technologies will arrange to have the requested key issued within two (2) business days following receipt of this signed agreement.

ITS Communication Technologies maintains responsibility for all UNC campus communications closets. Access to these closets is restricted to only University or contract personnel when job duties necessitate access, and who have received advance approval for access.

No computer equipment, other than authorized active telephone or data network cabling and electronics (hubs, switches, routers) may be housed in these closets. Only ITS Communication Technologies or authorized contract personnel may install or terminate communications wiring or equipment in these closets. Alarms, access controls, and other devices may be installed in these closets only with the advanced approval of ITS Communication Technologies management.

This request is for the () permanent () temporary assignment of the designated key to:

Name: _____
UNC Department/Company: _____
Address: _____
Telephone number: _____
Email: _____
PID (UNC only): _____

Note: A photocopy of the requestor's driver's license must be attached to this agreement.

PPBT (Telecom Master)
 Telecom Facility Access Card

If temporary assignment is requested, the expected dates of use are from _____ to _____.

Justification for key request:

The undersigned parties understand that failure to abide by the conditions of this Agreement will result in forfeiture of access privileges. In this circumstance, it will be the responsibility of the key holder and the department/contractor to return the assigned key to the ITS Communication Technologies Office in a timely manner. Furthermore, the undersigned parties understand that the department/contractor will pay for all costs associated with the issuance of keys, and the cost of re-keying closets in the event of the loss or failure to return assigned keys. These charges are authorized to be charged to the department cited above.

Signature of key holder: _____ Date: _____

Signature of department head: _____ Date: _____

ITS Communication Technologies (for internal use only):

Director, Communication Technologies: _____

Date of issuance: _____