McMaster Health Campus Lost/Stolen Key form

| Department: | |
|-------------|--|
| Name: | |
| Signature: | |
| Extension: | |

| Where were the keys lost? | |
|---------------------------|--|
| Date Keys were lost | |
| Date reported missing | |

| List Keys Lost or Stolen: | |
|---------------------------|--|
| | |

| Lock Change required: | |
|-----------------------------|--|
| Departmental Authorization: | |
| Date: | |
| Account Number: | |

Send the completed form to Building Management at: <u>mhcserv@mcmaster.ca</u>