



Faculty Locker Key Checkout Form

Last Name: _____ First Name: _____

Phone: (____) ____ - ____ E-mail Address: _____

Program: _____ Supervisor: _____

Suite Preference: _____ Key Issued: _____

Signature: _____

MLS Signature: _____

Faculty Locker Locations

HHS 009 suite- Garden level. Entrance located in north stairwell.
HHS 015 suite- These lockers are reserved for PFW faculty.
HHS 114 suite- 1st floor. Entrance located near 1st floor public bathrooms.
HHS 214 suite- 2nd floor. Entrance located near 2nd floor public bathrooms.
**Each suite has 2 doors.

Disclaimer

- Suite preference will be subjected to availability. Employee will be contacted if their suite preference is not available.
• Key(s) issued is the responsibility of employee and not subject for loan to a third party.
• A \$5.00 per key chargeback fee will be assessed for any lost or stolen keys to cover re-keying/re-stocking expense. Fee will be charged to the program of the employee and the director will be notified.
• Employee is responsible to return all keys in their name to their supervisor prior to leaving the College. Office furniture keys must be left in the office the furniture is in.