Requesting and Receiving Keys - RiverPark

Summary

Plant Operations has established a system for controlling key distribution at RiverPark Campus.

Purpose

The purpose of this document is to describe the system for controlling key distribution at RiverPark Campus.

Procedure

The steps below have been written to aid in the requesting and receiving of keys. To request a key:

1. Complete an eQuest (New Request > Request Information > I Need Service: Locks/Keys > Type Service: Key Requests > List Keys and Room Numbers > Impact: select > Where is Service Needed: RiverPark Campus > Site Buildings: select). Please include 909# of employee requesting key.

2. When keys are ready, the eQuest will be closed and indicate that keys are ready for pick up. To receive a key:

1. Keys may be picked up in the Plant Operations office located at Dillingham Place, 11 9th Street, Lower Level, Columbus, Georgia 31901, Monday thru Friday, 8:00am to 5:00pm.

2. The employee receiving the key must sign for the key.

*NOTE: Employees will be charged for lost or missing keys.

Related USG Policy

N/A

Last Update

N/A

Responsible Authority

Plant Operations