Steps to Return Keys That Are No Longer Required

When you no longer need a key(s) that was issued to you, please return it to Client Services; otherwise, the key will remain on your Keys Record and remains your responsibility.

Please do not pass keys onto another person for their use; this could result in a security breach. All requests must go through the keys approval process.

Follow the steps below to return a key:

1. Bring the key(s) to Client Services:

- Located in Support Services Building, Rm. 1315 (just inside the rear entrance)

2. Collect your deposit refund, if one was paid when the key(s) was issued to you

3. Sign the tablet, this indicates that the key was returned and accepted by Client Services

- Both the key holder and approver will receive a confirmation email indicating that the key(s) was returned.