JONES LANG LASALLE.

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Georgia-Pacific Center

EMPLOYEE KEY REQUEST FORM

This is to acknowledge receipt of _____After-Hours Keys (s).

Date: _____

Company: _____

Building: _____

Suite Number: _____

Number of Keys Requested: _____

Received By: _____

Authorized Person (please print): _____

Signature: _____

Key Numbers: _____

_____

_____

ALL LOST KEYS MAY REQUIRE A RE-KEY OF THE BUILDING SECURITY LOCKING SYSTEM AT THE EXPENSE OF THE PERSON, COMPANY, CONTRACTOR / VENDOR THAT LOSES THE KEYS.

Notify Building Management of Lost Access Cards or Building Keys Immediately.

KEYS ARE NOT TO BE DUPLICATED BY ANY TENANT OR EMPLOYEE.
To do so compromises the keying security system for The Georgia-Pacific Center.

** Note: Use this form to list the names of persons using the Keys.
$10.00 fee for Duplicate, Lost or Damaged Keys

Please return access cards to Building Management Office as soon as possible.