Procedures for Reporting Lost/Stolen UH-Hilo Keys

Person Reporting________________________________________ Phone #______________

Building(s)/Room(s) Missing___________________________________________________

Notified:
UHH Auxiliary Services________________________________(date)__________________

Signing Authority/Supervisor__________________________________(date)____________

UHH Security___________________________(date)_________Incident Report #__________

Police Notified____________________(date)_________Report#_________________

Locks re-keyed/replaced________________________________________________________

Return this form to UHH Auxiliary, Building 300-101. Replacement keys are $2.00 each and a new key authorization form is required. Additional charges may be incurred, if locks need to be re-keyed or replaced. Personal keys (as all other items) are turned into the UH-Hilo’s Lost and Found, located in the Campus Center.