



DATE: 6/30/2020

TO: Narragansett Bay Campus

FROM: David Palazzetti, Director of Facilities

SUBJECT: Revised Key Policy

As of July 1, 2020 there is a new key request procedure. Please send an email with building and room numbers requested to gsomaintenance@etal.uri.edu. Currently we are not accepting cash deposits but will be keeping track and at a further date you will be notified to either bring cash (no coin) refundable deposit or return keys issued to you. Please also bring your personal pen to sign key form as we are not sharing writing instruments at this time. You will be notified via email as to when the key(s) are available for pick up. Please appreciate the fact that we are unfortunately short staffed and may not be able to meet your request as soon as you need. Please try to provide advance notice of your needs. We apologize for any inconvenience during these new times.