

Lock/Key Request Form

This form requires signatures and, therefore, must be printed out, completed and returned to
University Facilities
Customer Service Department
120 John Beane Center, North Campus
Fax: 645-5965

(If you'd like, you can also obtain a key request form at the location listed above)

Check the appropriate box (**Note: form must be printed out as it requires signatures**):

- | | |
|---|---|
| <input type="checkbox"/> STD. KEY REQUEST | <input type="checkbox"/> DESK/FILE LOCK CHANGE |
| <input type="checkbox"/> STD. LOCK CHANGE | <input type="checkbox"/> PADLOCKS |
| <input type="checkbox"/> LOCK FUNCTION CHANGE* | <input type="checkbox"/> PADLOCK KEYS |
| <input type="checkbox"/> DESK/FILE KEY REQUEST | <input type="checkbox"/> MISC. |

Date: _____ Account #: _____

Key #: _____ Quantity: _____

Requested by: _____ Phone #: _____

Building: _____ Location: _____

Department: _____

Dept. Address: _____

Services to be rendered: _____

* Specify pick-up location for keys (**cut keys only**): North (Beane Ctr.) _____
South (250 Winspear-Room 130) _____

* Specify Delivery location for keys (**lock changes only**): _____

Acceptance of keys covered by this request is with the understanding that issuance and use will be in accordance with security requirements of the University. IT IS THE DEPARTMENT'S RESPONSIBILITY TO CHECK FOR COMPLETION OF KEY REQUEST. (NOTE: COMPLETE A SEPARATE FORM FOR EACH KEY NUMBER.)

APPROVED BY: (Department Head) _____

RECEIVED BY: (Individual) _____

FOR OFFICIAL USE ONLY

UNIVERSITY FACILITIES APPROVAL: _____

WO #: _____