

# 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

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

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

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

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 (Howe Bldg.) \_\_\_\_\_

\* 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) \_\_\_\_\_

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## FOR OFFICIAL USE ONLY

UNIVERSITY FACILITIES APPROVAL: \_\_\_\_\_

WO #: \_\_\_\_\_