

Lock Change Request Form | Office of Facilities Management

Completed lock change request form must be attached electronically to the SchoolDude Work Order

Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Capital ID \_\_\_\_\_

Building: \_\_\_\_\_

Department: \_\_\_\_\_

Room #: \_\_\_\_\_

Reason for lock change, lost key? Yes  No  Lost key code: \_\_\_\_\_ Serial# \_\_\_\_\_

*\*All lost keys must be reported to Campus Safety before submitting lock change request*

Room is to be used as:	Please check	Qty of new keys:	Comments:
Exterior Door	<input type="checkbox"/>		
Office	<input type="checkbox"/>		
Student Space	<input type="checkbox"/>		
Classroom/Lab	<input type="checkbox"/>		

Individual Keys required for: Faculty  Staff  Student  (Student keys must be picked up by Res Life AD)

Printed Name of Approver: \_\_\_\_\_

----- Facilities Office Use Only for el. signature via Adobe Sign -----

**\*\*Approval Signature:**

**\*\*Printed Name of Approver:**

**Date:**

**\*\* Signatures fields will be requested by Facilities Office for electronic signature.**

**\*\*The Approver must be one of the following: Director, Vice President, Dean, Dept. Chair, Provost, President.**

**\*\*Notification for completed request and keys ready for pick-up will be sent automatically via SchoolDude when Work Order is Completed.**

No additional email will be sent to individuals for keys pick-up.

Keys can be picked up at Facilities Office: Mon-Fri from 8:00am - 4:00pm

**All keys must be returned to the Office of Facilities Management for audit on the last day of work.**