Key Control Work Order

Date Received:_____   Work Order #: _____

Date Completed:_____   Account #: _____

Requested By: _____   P.O. #: _____

Department: _____   Cost: _____

Requested Action: Key ID Number(s):

 Lock Opening   _____

 Lock/Hardware Change   _____

 Key Issuance   _____

 Report of Lost Key   _____

 Returned Key   Core ID Number(s):

 Other: _____

_____ _____

_____ _____

Explanation/Details:
_____
_____
_____

Authorization: Department of Buildings & Grounds
_____
   (Name/Title)   _____
             (Name/Title)
_____
   (Signature/Date)   _____
             (Signature/Date)