

# Key Request Form for All Facilities

Please email the completed form to Alan Poteat  
 ([alan.poteat@caswell.k12.nc.us](mailto:alan.poteat@caswell.k12.nc.us)) or Kathy Steele  
 ([kathy.steele@caswell.k12.nc.us](mailto:kathy.steele@caswell.k12.nc.us))

<b>Date</b>		<b>Department</b>	
<b>Number Requested</b>		<b>Requested By</b>	
<b>Description</b>	<b>New Issue</b> <span style="float: right;">_____</span>		
	<b>Replacement</b> <span style="float: right;">_____</span>		
	<b>Lock Change</b> <span style="float: right;">_____</span>		
	<b>Position Change</b> <span style="float: right;">_____</span>		
<b>Room Number or Office</b>		<b>Building</b>	
<b>Signature of Requester</b>			
<b>Approved by Director of Maintenance</b>	_____ Alan Poteat, Maintenance Director		Date _____

*Please do not submit a work order for keys that are needed at your school or department.*