



Building Services Lost or New Key Request Form

New Key Request or Lost Key Report (check appropriate request)

(This section to be completed by the employee (ALL fields required) and signed by Key Control Coordinator)

Key Holders Name (Print) _____ Position _____

Site _____ Phone # _____

Area/Room # _____ Lost Key Serial # _____

Describe why this key(s) is being requested, and the present location of any keys previously issued with the requested key serial #. _____

Key Holders Signature _____ Date _____

Site Key Control Coordinator Name (Print) _____

(Signature) _____ Date _____

(This section below to be completed by the Principal)

In your opinion, if this is a lost key request, do you deem the loss as a security concern that might require rekeying of any locks to maintain security of your site? Yes No

I authorize this employee to receive a new key or replacement key.

Principal's /Administrator Name (Please Print) _____

(Signature) _____ Date _____

(Attach this form to the work order submitted via SchoolDude Maintenance Direct)

Carpentry Supervisor Signature _____ Date _____

Director of Building Services Signature _____ Date _____