



# Facilities Management Lost or New Key Request Form

**New Key Request or Lost Key Report (check appropriate request)**  
(This section to be completed by the employee and signed by Key Control Coordinator)

Name (Print) \_\_\_\_\_ Position \_\_\_\_\_

Site \_\_\_\_\_ Phone # \_\_\_\_\_

Area/Room # \_\_\_\_\_ Lost Key Serial # \_\_\_\_\_

If requesting a replacement key, describe how and where the key(s) was lost:/stolen: \_\_\_\_\_

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Site Key Control Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

(This section 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 Name (Please Print) \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Attach this form to work order submitted via SchoolDude Maintenance Direct or forward to Carpentry Supervisor)

Carpentry Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilities Management Carpentry Manager Signature \_\_\_\_\_ Date \_\_\_\_\_