



Lock Change / Key Request Form

Return to: *Facilities & Operations*
Physical Plant Building, Room 124
256-824-6482

Hard keys are to be issued and locks changed only by Facilities & Operations. See **Keys & Building Access Cards Policy** (<http://www.uah.edu/images/administrative/facilities/facilities/accesscontrolpolicy.pdf>) for additional information, regulations, and policies.

NOTE: Limit one individual and one key number per form.

Requestor _____	Org Number to Charge _____	Request Date _____
Requestor Phone _____	<input type="checkbox"/> Key Request *	<input type="checkbox"/> Lock Change Request*

Please issue key(s) or change lock(s) as described below and charge as indicated above:

Department _____	Building _____	Room _____
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Name of Individual Receiving Key
(limit one per form)



No. of Key(s) Requested: _____	Room # of Key(s) Requested: _____	Key Number(s): _____
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Justification for Request: _____

Title (Print) _____	Approved by (print) _____
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*If more space is required, please use separate sheet.

Signature Budget Unit Head _____

Key Pickup

Date Received _____

Recipient (print name) _____

Recipient (signature) _____

Recipient Banner ID (A#) **A** _____

