



# FACILITIES MANAGEMENT

EXPERTS ♦ CARING ♦ STEWARDS  
PROGRESSIVE ♦ COLLABORATIVE  
We get things done and drive results

## KEY REQUEST FORM FOR BROKEN/BENT, OR NON-WORKING KEYS

Department Name	Dept. #	Key Manager's Name	Phone #	Key Holder's Name	Phone #	Date	
				CSU ID			
		Building Name	Bldg #	Room #	LOCK ID	Security Number	# of times returned
Broken/Bent Keys							
Non-Working Keys							

### EMAIL TO KEY DESK

Please fill out form completely\*, select the green box which auto generates an email to the key desk. A window will open, select Microsoft outlook, it will then open an email with this form attached. Select send. **\*ONCE THE EMAIL BUTTON IS SELECTED THE FORM WILL RESET TO BLANK,** you may want to save a copy before selecting the email to key desk button

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please sign and Date when you receive your new key(s) at the Key Desk.