

**COLORADO STATE UNIVERSITY  
FACILITIES MANAGEMENT**

**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							

\* There is a charge for more than 10 keys.