

THE PUBLIC BUILDING AUTHORITY LOCK AND KEY SERVICES FORM

REQUEST DATE: _____

PLEASE MARK APPROPRIATE BOX:

REQUEST KEY (ORIGINAL)

- | | | |
|----------------------|--------------------------|---------------------|
| RETURN KEY | <input type="checkbox"/> | KEY ID NUMBER _____ |
| CREATE DUPLICATE KEY | <input type="checkbox"/> | KEY ID NUMBER _____ |
| TRANSFER KEY | <input type="checkbox"/> | KEY ID NUMBER _____ |
| REPLACE LOST KEY | <input type="checkbox"/> | KEY ID NUMBER _____ |

Name: _____

Title: _____

Employee ID Number: _____

Telephone Number: _____

Circle one: CITY/COUNTY/PBA EMPLOYEE/MPC/CONTRACTOR

BUILDING:	ROOM NO.:	DEPARTMENT:	JUSTIFICATION:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

AGREEMENT: I agree that this key(s) has been issued to me and shall be promptly returned to the Safety & Services Department upon my termination from this position and/is no longer required in connection with my current duties. I further agree that I shall not permit copies of the key(s) to be made or permit any other unauthorized use of key(s) by others.

Key Holder's Signature
(Upon Receipt of Key)

Department Supervisor
(Upon Initial Request)

OFFICIAL USE ONLY: PBA reserves the right to charge \$10 for lost, stolen or unaccounted for keys.

Date Received: _____ Work Order Request Date: _____ Work Order Completion Date: _____ Key Brand: _____	Memo: _____ _____ _____ _____ _____ _____
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