

REQUEST FOR KEYS

| TYPE | ROOM | DOOR DESIGNATION | ASSIGNED TO | OFFICE USE ONLY | | |
|------|------|------------------|-------------|-----------------|------|------|
| | | | | KEYWAY | DOOR | HOOK |
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ONE KEY ORDER PER LINE

| <u>TYPE OF KEYS</u> |
|---|
| G.M.K. – GRAND MASTER KEY |
| G.M.M.K. – GRAND MAINTENANCE MASTER KEY |
| M.M.K. – MAINTENANCE MASTER KEY |
| D.M.K. – DEPARTMENT MASTER KEY |
| C.K. – CHANGE KEY |

 REQUESTED BY (Signature) (Print Name) Date

 APPROVED BY (Signature) (Print Name) Date

 MADE BY (Print Name) Date