

Check one

PUBLIC SAFETY DEPARTMENT

WORK ORDER

KEY REQUEST

Fax all Work Orders to (954) 262-3955. For information call Jimmy Ricci (954)262-8988.

Please Print

Date	Department		Department Code
Requested by	Phone #	Building	Room #
Requested for	Phone #	Building	Room #
Approved by	Phone #	Building	Room #

Please print

LOCK & KEY INFORMATION

Number of keys needed

Check one

Door
 File Cabinet
 Desk
 Padlock
 Other _____

Location or located near

Building	Room	Code Number Stamping on Key	Code Number Stamping on Lock
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Does anyone have a key that we can duplicate?

Check one Yes No

 If Yes, Name Phone

Check one New installation
 Needs to be Repaired
 Lost Keys
 Other

Comments: _____

FOR LOCKSMITH USE ONLY

Code	Lock Brand	Key Box Tag #
Keyway	Function	Parts on Order with
Bitting	Pinned	Contact/Sales Person
HPC Code Card	Finish	Date Parts Ordered
Work Completed by	Date Completed	Keys Delivered by
Keys Received by	# of Keys Received	Date

Key Bitting

(CT) Control	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(GM) Master - 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(M) Master - 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(SM) Master - 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(SSM) Master - 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
(OP) Change Key	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Pinning Stack

Driver Pins	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Control Pins	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Master Pins - 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Master Pins - 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Master Pins - 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Master Pins - 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bottom Pins	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>