

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
January 3, 2000	Farquhar Undergraduate Center		FAR
Requested by	Phone #	Building	Room #
Pat Sherman	8088	Mailman Hollywood	250
Requested for	Phone #	Building	Room #
June Kletzel	7926	Mailman Hollywood	323
Approved by	Phone #	Building	Room #
Chris Childree	8084	Mailman Hollywood	219

*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
Mailman Hollywood	323	2x10	2x10

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 #	Key Bitting						
2x34	Chicago	F534	(CT) Control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keyway	Function	Parts on Order with	(GM) Master - 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CG17	File/Push	Southern Lock	(M) Master - 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bitting	Pinned	Contact/Sales Person	(SM) Master - 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15388	5	Pete	(SSM) Master - 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HPC Code Card	Finish	Date Parts Ordered	(OP) Change Key	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37	626	January 3, 2000	Pinning Stack						
Work Completed by	Date Completed	Keys Delivered by	Driver Pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Paul Berson	January 7, 2000	Jimmy Ricci	Control Pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keys Received by	# of Keys Received	Date	Master Pins - 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pat Sherman	1	January 7, 2000	Master Pins - 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Master Pins - 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Master Pins - 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
			Bottom Pins	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>