

WMU Maintenance Services
Electronic key box change request form
2/15/2011

Electronic Locksmith Work Order #: XL- _____ Fund & Cost Center: ___ - _____

Requester Name: _____ Date of Request: _____

Location of Key Box to be Changed: _____ Approved by: _____

Bring completed form to Maintenance Services Service Center....They will create the work order and deliver to DPS.

Employee change

Add employee: Name: _____ What key ring is the employee's personal keys? _____

Available key rings: _____

Available days and times: _____

Add employee: Name: _____ What key ring is the employee's personal keys? _____

Available key rings: _____

Available days and times: _____

Remove employee: Name: _____ Reason: _____

Remove employee: Name: _____ Reason: _____

Existing Employee Change / Addition to new box (employee already exists in key box system)

Employee Name: _____ What key ring is the employee's personal keys? _____

Add to this box: Available Key Rings: _____

Available days and times: _____

Employee Name: _____ What key ring is the employee's personal keys? _____

Add to this box: Available Key Rings: _____

Available days and times: _____

Key Change

Add key(s) to key ring # _____ (separate core request required from DPS)

Add key(s) to key ring # _____ (separate core request required from DPS)

Remove key(s) # _____ from key ring # _____

Remove key(s) # _____ from key ring # _____

Key Description Change

change labeling of key ring # _____ to _____

change labeling of key ring # _____ to _____