



UNIVERSITY OF
SOUTH DAKOTA

Facilities Management
(605) 658-6100 • fmwrkctr@usd.edu

Key and Lock Request Form
FILL OUT ONE FORM PER PERSON, PER BUILDING

KEY TO BE ASSIGNED TO: _____ DATE: _____

EMAIL ADDRESS: _____

FOR KEY:

Building _____

Room _____

Department _____

FOR LOCK CHANGE:

Building _____

Room _____

Department _____

Initiated By: _____ Phone: _____

Approved By: _____

Must be signed by a Department Chair

(If an electronic signature cannot be added, please print and sign)

Charge To: _____

(Account Name/Number)

Desired Date of Completion: _____

Reason for Request (REQUIRED):

Facilities Management Approval: _____ Date: _____

Keys Received By: _____ Date: _____

****When you receive the email that your associated work order is completed, your key will be available for pick up from the University Police in Davidson Building Room 101. The key will only be available to the person it is assigned to and must be picked up within 5 business days of your completed work order email.****

Call University Police if you lose OR find a key – 658-6199