



Work Order #

This form is to be completed by the Building Coordinator ONLY.
Create a Work Order request via FAMIS and enter that WO# above.
Attach this form to that Work Order.

The Lock Shop will route the form for signatures & notify you via email when the key is ready to be picked up.

Reason for Request

New Employee	New Lock/Door	Lost	Stolen	Broken
Faculty	Staff	Graduate Student	Undergraduate Student	External

Requestor Information

Last Name	First Name	89 #
Job Title	LSU Email Address	Phone #
Department	Account #	Date

Key Information

Building	Room #	Key Code	Comments
Building	Room #	Key Code	Comments
Building	Room #	Key Code	Comments

Approval

Building Coordinator (Printed Name)	Building Coordinator Signature	Date
-------------------------------------	--------------------------------	------

Approval

Required for Sub-Master and Master Keys

Dean (Academic Area) or Director (Non-Academic Area) Printed Name	Signature	Date
Brian Broussard, Executive Director, Facilities Maintenance Printed Name	Signature	Date

Insurance Agreement

I acknowledge receipt of the above listed key(s) & adhere to the key control policies & procedures as per the University Rules & Regulations:

- Key(s) remain the permanent property of Louisiana State University.
- Individuals may not loan keys to anyone.
- Only an LSU locksmith may duplicate LSU key(s).
- Building Coordinators are the only authorized individuals to unlock doors, and only when they are certain that the individual is authorized to be in the building/room/area.
- Upon termination of employment, or when a change in space assignment occurs, key(s) must be returned to Facility Services. A fee will be charged for each unreturned key, plus the cost to replace each core that the key operates. (Master Keys will open multiple cores) During periods of extended leave or a leave of absence from the University, key(s) must be returned to Facility Services.
- If a key is lost or stolen, the Department Head and LSU Facility Services must be notified. Also, a police report must be filed with LSU PD and a copy of the report must be attached to the FS Work Order.

Signature (Sign Only Upon Receiving Keys)	Date
---	------