



CANUTILLO INDEPENDENT SCHOOL DISTRICT FACILITIES AND MAINTENANCE DEPARTMENT

KEY REQUEST OR LOST KEY FORM

Campus/Facility: _____

Employee responsible for key: _____

Title: _____

Key #: _____

Date: _____ Work Order #: _____

Brief Description for key request: _____

Principal/Supervisor Signature

Date

Executive Director of F & T Signature

Date

As per the Facilities Department:

Lost keys shall be reported to the Facilities Department and immediate Supervisor. The campus or department will be charged a fee for the key replacement. In the event that a Building Master Key or Sub-Master Key is lost, the campus, department, or person losing the key will be liable for the cost incurred in replacing or re-pinning all areas affected. **Please submit work order.**

This form must be returned to Facilities Department.

To be filled out by Facilities:

Work order assigned to: _____ Date: _____

Key issued to: _____
Print

Signature