

## Temporary Key Request Form

Date requested _____	
Shop _____	Extension _____
Person requesting key (Print) _____	
Employee ID # _____	

Building _____	Rm# _____	Key # _____
Building _____	Rm# _____	Key # _____
Building _____	Rm# _____	Key # _____
Building _____	Rm# _____	Key # _____
Building _____	Rm# _____	Key # _____

Date Issued \_\_\_\_\_ Issued by \_\_\_\_\_

Signature of supervisor/ manager receiving key \_\_\_\_\_

Date Returned \_\_\_\_\_

**The University Lock Shop is located in General Service Bldg. #585 room 168.**

- **Hours of operation M-F 7:00 A.M. – 3:30 P.M. ext. X35763.**
- **Keys will only be issued to University of Houston employees.**
- **Supervisor / manager signature is required to receive keys on this form**
- **Bring filled out hard copy of this form to room 168, Bldg # and location are required.**
- **Large key orders may need to be picked up at a later time**
- **This form is for short term key use. Permanent keys should be checked out thru Key Control desk, front lobby room 101 General Service Building.**

**Temporary keys are to be returned to Lock Shop in 30 days. Keys will need to be brought to the Lock Shop to re-issue for another 30 days for verification purposes. No new keys will be issued until the delinquent key(s) are resolved.**