



WO # \_\_\_\_\_

**This form is to be completed by the building coordinator ONLY, signed, and attached to an FS Work Order.**

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

**Requestor Information:**

Last Name	First Name	89 #
Job Description	Email Address	Phone Number
Department	Account Number	Date

**Key Information:**

Building	Room #	Key Code	Comments
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**Approval:**

Building Coordinator (Printed Name)	Signature	Date
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**Approval (Required for Sub-Masters and Masters):**

Dean or Director (Printed Name)	Signature	Date
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Facility Services (Printed Name)	Signature	Date
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Campus Police (Printed Name)	Signature	Date
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**Issuance Agreement:**

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

- A. Key(s) remain the permanent property of Louisiana State University.
- B. A lost key(s) must be reported immediately to LSU Facility Services and the Department Head. A fee will be charged for each lost key.
- C. Individuals may not loan keys to anyone.
- D. Only an LSU locksmith may duplicate LSU key(s).
- E. No employee will unlock a door for any person unless they are certain that the individual is authorized to be in the building/room/area.
- F. 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.
- A. If a key is lost or stolen, 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
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