

ORANGE COUNTY PUBLIC SCHOOLS - KEY REQUEST FORM
FACILITIES MAINTENANCE
This Form is for Keys Only

What is the procedure to obtain additional (new) keys?

1. Create a WNA service request for "locksmith" and "key request".
2. Note the notification number.
3. Fill out a "Key Request Fax Form" with the type and quantity of keys desired, and note the notification number.
4. Have it signed by the principal.
5. Fax to (407) 317-3756 or email to jerie.white@ocps.net

Tip: One form may be used for multiple room keys.

Tip: Use one WNA work request per form.

Tip: Use separate form for room keys versus master keys.

School/Dept: _____ Work Loc #: _____ Date: _____

Reported By: _____ Phone: _____ Ext: _____

Principal's Name: (Print) _____

Principal's Signature: _____

WNA Notification #: _____

Work Order #: _____

KEY REQUEST FORM IS FOR DOOR AND/OR GATE KEYS ONLY

KEY REQUEST			
<u>QTY</u>	<u>KEY CODE</u>	<u>ROOM #</u>	<u>REASON FOR REQUEST</u>

Tech Keys Completed by: _____ **Date:** _____

Received By: _____ **Date:** _____

Additional concerns contact: Lynden Johnson, Locksmith-Trades Tech
PHONE #: 407-317-3700, EXT. 5403 FAX #: 407-317-3756