Northwest Lab Building
Key Request Form

Please complete form and submit to Jesselynn Opie, NW Building Operations, Suite 102. If you have questions about this form, please call 496-6505.

Today's Date: _____

Requestor Information:

Name: _____

Email and Phone Number:

_____

Department Affiliation:

_____

Access Requested:

Room numbers (please list) _____

Number of keys requested_____

Departmental Authorization:

_____	_____	_____
Print Name	Signature	Date
_____	_____	
Email Address	Phone	

NW Building Operations Use Only

Key code: _____ *Date key distributed:* _____ *Initials:* _____