

Key Request Form for All Facilities

Please complete form and submit to the Maintenance Director at
 fax: (336-694-5249) or email to (kathy.steele@caswell.k12.nc.us)

Date		Department	
Amount Requested		Requested By	
Description of Need	New Issue _____		
	Replacement _____		
	Lock Change _____		
	Position Change _____		
Room Number Or Office		Building	
Signature of Requester			
Approved by Director of Maintenance	_____ Date _____ Jerry A. Hatchett, Maintenance Director		

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Please do not submit a work order for keys that are needed at your school or department.
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