

Umass/Amherst Physical Plant Key Request Form	Fax, Send or Deliver to: Service Desk Physical Plant Department Campus Center Way University of Massachusetts Amherst, MA 01003 Fax Number: 545-0729	Physical Plant Use Only Work Order Number
Requestor will be notified when keys are ready for pick up @ the Service Desk Key Window. Please DO NOT send people to or call the Service Desk to check on keys.		

NOTE: Please use a separate form for each building. It is allowable to use an attached sheet if more than 3 people need key(s) for the same building. If using an attached sheet please list ALL required key holder information as you would on the regular form. Please DO NOT alter form. ALL INFORMATION must be complete (Printed clearly or typed) or request will not be processed. Keys not picked up are returned to Lockshop after 3 months.

Requestor's Name:	Department:	Date Request Submitted:
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Requestor's Campus Mailing Address:	Building where key(s) is / are needed:
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Requestor's Telephone:	Requestor's Return Fax Number:
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Indicate Police case # in Justification area if this is a lost key replacement request.

Person Responsible for Key(s) and/or Access card

Person Key / Card to be issued to:	Umass ID #, Passport #	Title or Position:
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Key # (s):	Fill in either the room or key number(s). Both are preferred but either will do.	Room # (s):
_____		_____
_____		_____
_____		_____

Person Key / Card to be issued to:	Umass ID #, Passport #	Title or Position:
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Key # (s):		Room # (s):
_____		_____
_____		_____
_____		_____

Person Key / Card to be issued to:	Umass ID #, Passport #	Title or Position:
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Key # (s):		Room # (s):
_____		_____
_____		_____
_____		_____

Justification:	

Authorized Approval Signature:	Date:
_____	_____

Only fill in below if your department is billable. Use the new PEOPLE SOFT SPEED account number.

Account Number:	Authorized Funding Signature - Dean / Dept. Head:	Date:
_____	_____	_____

If this request needs to be estimated or is part of a job that needs to be estimated, please attach this to the work request and indicate estimate needed in the job description field of the work request form.