



UNIVERSITY OF WASHINGTON

KEY REQUEST AUTHORIZATION

FACILITIES MAINTENANCE AND CONSTRUCTION

To Dean, directors, chairs	Date
From Jon Parkin, Director, Facilities Maintenance & Construction	

Facilities Services requires that all personnel signing key requests be authorized by their Deans, Directors, or Chairs. Only those key coordinators listed on this form will be issued keys by the Lock Shop. Please fill in the information below and return it to the Lock Shop, c/o Facilities Services, Box 351104. For additional information, call 206-543-9014.

Building Name/Address	Department	Phone
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We recommend no more than two authorized signers. Do not use signature stamps.

AUTHORIZED SIGNATURES

Name (PLEASE PRINT) 1.	Signature	Title	
		Phone	Box No. 35
Name (PLEASE PRINT) 2.	Signature	Title	
		Phone	Box No. 35

SIGNATURE OF DEAN, DIRECTOR, OR CHAIR

Name (PLEASE PRINT)	Signature	Title	
		Phone	Box No. 35

UoW 1874 (Rev. 11/03)

Return form to: **Lock Shop, Box 351104**

NOTE: If changes to this Request are needed, a new form is required.