

# **DOOR REKEY REQUEST FORM**

## **FACILITIES**

Utah State University, Logan UT 84322-6600 PH: 435-797-3535 FAX: 435-797-4000

All rekeys require Dean/Director signatures. Door locks may only be removed or changed by the University locksmiths. Departments will be responsible for any cost incurred to resolve unauthorized changes.

### **REQUESTOR INFORMATION**

<b>Name</b>	<b>Phone</b>
<b>Department</b>	<b>UMC</b>
<b>Fax</b>	<b>Date</b>
<b>Building</b>	<b>Office Room No.</b>

### **REQUIRED SIGNATURES**

<b>DEPARTMENT HEAD SIGNATURE</b>	<b>PRINT NAME</b>
<b>DEANS SIGNATURE</b>	<b>PRINT NAME</b>
<b>ACCOUNT NUMBER</b>	

### **REQUIRED INFORMATION**

<b>BUILDING</b>
<b>ROOM(S) TO BE REKEYED</b>

\*Please complete and fax to 797-4000.