Office of Commercial Services
Security Services

Murdoch UNIVERSITY
DISCOVERERS WELCOME

REQUEST FOR LOCKSMITH SERVICES

STEP 1 - TO BE COMPLETED BY AUTHORISED *KEY OFFICER* ONLY

KEY OFFICER	EXT NO	SIGNATURE	DATE

DIVISION	SCHOOL/UNIT

KEYS TO BE USED BY:

NAME	EXT NO

DIVISION	SCHOOL/UNIT	BUILDING NO	ROOM NO

PLEASE PRINT ACCOUNT CODE

Brand	Key Blank	Cylinder	Key	Padlock	GGMK keyed	Division Master keyed	School Master keyed	Room key No.	Stamp Issue No.
Efco, L/wood, Abloy	Type required	Type & No. required	No. required	No. required				Next in Series/ KA/KD	

OTHER SERVICES

STEP 2 - AUTHORISED *KEY OFFICER* FAX REQUEST TO 9360 6437

STEP 3 - TO BE COMPLETED BY LOCKSMITH

REQUEST COMPLETED BY	DELIVERY DATE

STEP 4 - TO BE COMPLETED BY SECURITY SERVICES

RECEIVED BY	SIGNATURE	DATE

DATE KEY OFFICER CONTACTED	COLLECTED BY AND DATE	SIGNATURE