

# 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. Next in Series/ KA/KD	Stamp Issue No.
Efco, L/wood, Abloy	Type required	Type & No. required	No. required	No. required					

OTHER SERVICES

## STEP 2 - AUTHOURISED 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
----------------------------	-----------------------	-----------