



WO # \_\_\_\_\_

**This form is to be completed by the building coordinator ONLY, signed, and attached to a FAMIS Work Order.**

- New Employee    New Lock/Door    Lost    Stolen    Broken
- Faculty    Staff    Graduate Student    Undergraduate Student    External Employee

**Requestor Information:**

Last Name	First Name	89 Number
Job Title	LSU Email Address	Phone Number
Department	Account Number	Date

**Key Information:**

Building	Room #	Key Code	Comments
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**Approval:**

Building Coordinator (Printed Name)	Signature	Date
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**Approval (Required for Sub-Masters and Masters):**

Dean (Academic Area) or Director (Non-Academic) (Printed Name)	Signature	Date
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Tony Lombardo

Tony Lombardo, P.E., Facility and Property Oversight	Signature	Date
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Bart Thompson

Bart Thompson, Chief of Police, LSUPD	Signature	Date
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**Issuance Agreement:**

I acknowledge receipt of the above listed key(s) and adhere to the key control policies and procedures as per the University Rules and Regulations:

- A. Key(s) remain the permanent property of Louisiana State University.
- B. Individuals may not loan keys to anyone.
- C. Only an LSU locksmith may duplicate LSU key(s).
- D. Building Coordinators are the only authorized individuals to unlock doors, and only when they are certain that the individual is authorized to be in the building/room/area.
- E. Upon termination of employment, or when a change in space assignment occurs, key(s) must be returned to Facility Services. A fee will be charged for each unreturned key, plus the cost to replace each core that the key operates. (Master Keys will open multiple cores) During periods of extended leave or a leave of absence from the University, key(s) must be returned to Facility Services.
- F. If a key is lost or stolen, the Department Head and LSU Facility Services must be notified. Also, a police report must be filed with LSU PD and a copy of the report must be attached to the FS Work Order.

Signature (Sign Only Upon Receiving Keys)	Date
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