MAINTENANCE & REPAIR SERVICES

KEY(S) REQUEST FORM

Date: ___________________________  Requested By: ______________________________________

Site: ___________________________  Specific Area: ______________________________________

Work Order #: __________  Contact #: ______________________________________

<table>
<thead>
<tr>
<th>Keys Requested</th>
<th>Assigned To</th>
<th>Purpose / Reason(s) for keys</th>
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<tbody>
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Signature of Individual Requesting Keys: __________________________________________

MY SIGNATURE ABOVE CONSTITUTES THAT I AM AWARE OF THE SECURITY FOR THE KEYS I AM REQUESTING FOR THE ABOVE NAMED LOCATION. I WILL NOT RELEASE THESE KEYS TO ANYONE UNLESS APPROVED BY THE SITE ADMINISTRATOR AND THE DISTRICT, AT WHICH TIME I WILL NOTIFY THEM OF MY ACTIONS.

Site Approval: ___________________________  Date: ______________

______________________________  Site Administrator's Signature

District Approval: ___________________________  Date: ______________

______________________________  Maintenance Administrator's Signature

revised: 10/10/2022 rikk