

LHU Facilities Key Request & Move Form

Date _____ Requester's Name (print) _____

Campus Address _____ Campus Phone _____

Requester's Position/Title _____

Part I - Key Request Form

Key Requested for What Building _____ What room number _____

Why is key being requested _____

Keys will not be issued to students.

Part II - Moving Form (input work order for items coming from storage or moving to surplus storage)

A. Item to be moved from one location to another:

From: Building _____ Room _____ to Building _____ Room _____.

Why is move being requested _____

Property Sticker #	Description	Serial #	Manufacturer

Part III - Approvals

Requester's Signature _____

Printed Name of Dean/Director/VP _____ Approver's Signature _____

Director of Facilities or Designee _____

Key Request Instructions

1. Print out & complete Part 1
2. Obtain proper signatures
3. Send to Facilities or fax to x2787
4. You will be notified when key is ready

Completed By

Move Guidelines

1. Print out & complete Part II
2. Obtain proper signatures
3. Send to Marchal Rote or fax x2788
4. Desks, chairs, filing cabinets and other office furniture will only be moved from office to office by special consideration.
5. Movers are responsible for packing all items into boxes or recycle bins for moving.
6. Computer moves are scheduled with IT.
7. Phone transfers are scheduled with IT.