

Key Request Form

Please complete the following information and return to Ginger Hughes, 311A WBOB.
Include the number listed on the lock - all Steelcase furniture begins with FR followed by a 3-digit number.

Date:

Name:

Office/Cubicle Number: _____ Telephone Number: _____

Item key is for (i.e., work surface, file cabinet, etc) Key Number

- 1.
- 2.
- 3.

Note: If these keys are in our inventory, a copy will be sent to you within 1-3 business day.
If not, they will be ordered which may take approximately 7-10 business days.
Once the keys you have requested arrive, you will be notified and you will be required to sign the key inventory book upon picking the keys up.