

# New Key/Key Replacement Request Form

Instructions: Fill out the form below and either print and deliver the form, or email it to:  
Summer Hensley, Room MSB 7.201, Tel. 713-500-5612.

Requestor Name:

Request Key(s) For Room #:

Request Date:

Type in a room number, including building initials, e.g. MSB 7.046.  
MSB = Medical School Building, MSE = Medical School Extension

Services(s) Requested	Qty	Details (as required)
<input type="checkbox"/> New Door Key (\$8.00 ea)	<input type="text"/>	
<input type="checkbox"/> Replace Door Key (\$8.00 ea)	<input type="text"/>	
<input type="checkbox"/> New/Replace Desk Key (\$8.00 ea)	<input type="text"/>	# on Desk Plate: <input type="text"/>
<input type="checkbox"/> New/Replace Overhead Cabinet Lock (\$8.00 ea)	<input type="text"/>	Cabinet Lock #: <input type="text"/>
<input type="checkbox"/> Change Door Lock (call for quote)	<input type="text"/>	

Deliver Key(s) To (Room #):

Select location OR type in a room number, including building initials, e.g. MSB 7.046.  
MSB = Medical School Building, MSE = Medical School Extension.

Bill To Account #:

Comments/Other Info:

*If you have questions or need assistance filling out this form, contact LINDA SOLIZ at (713) 500-5610.*