

**Gordon State College
Facilities**

Notification of Key Loss

Lock may be recored to re-establish security of a building. Requests for recoring should be initiated by the Department Head or the Director of Facilities. The Vice President of Business Affairs must approve the change. There will be a charge for recoring that will be the responsibility of the department requesting the change.

LOST KEY FORM

_____ has lost key # _____ ,and has made all
Name

efforts to find it. _____ is now requesting a replacement key.
Name

FOR FACILITIES' USE ONLY

Is recoring necessary _____ yes _____ no
 room # _____ building # _____

Cost for replacement key _____

Cost for recoring building or room _____

Director of Facilities

Department Head