



1295 East 700 North
Facilities 104
Logan, UT 84322-6600
(435) 797-1947 Office
(435) 797-3388 Fax
facilitiescustserv@usu.edu Email

All rekeys require Dean/Director signatures. Door Locks may only be removed or changed by the University Locksmiths. Departments will be responsible for any cost incurred to resolve unauthorized changes.

Door Rekey Request Form

Requestor Information:

Name:	Phone:
Department:	UMC:
Fax:	Date:
Building:	Room #:

Required Signatures:

Department Head's Signature:	Print Name:
Director/Dean's Signature:	Print Name:
Index Number:	

Location of Rekey:

Building:
Room(s) to be rekeyed:
Rekey to key/hook #:

Please fax completed form to: (435) 797-3388 or scan and email to: facilitiescustserv@usu.edu with required signatures.