



**PUBLIC SAFETY DEPARTMENT**  
**Physical Security Division**  
 3301 College Avenue  
 Fort Lauderdale - Davie, Florida 33314  
 Phone: (954) 262-8988  
 Fax: (954) 262-3955  
[www.nova.edu/publicsafety/aboutus/locksmith.html](http://www.nova.edu/publicsafety/aboutus/locksmith.html)

**SECTION #1 - PLEASE CHECK ONE:**

- KEY REQUEST**  
 **WORK ORDER**  
 **EMERGENCY WORK ORDER**

Email Completed Forms to [locksmith@nsu.nova.edu](mailto:locksmith@nsu.nova.edu)  
 or Fax Completed Forms to (954) 262-3955

**CONFIDENTIAL INFORMATION**

**SECTION #2 - PLEASE PRINT - FILL OUT EACH FIELD (ONLY COMPLETE FORMS WILL BE ACCEPTED)**

Date: <b>10/28/2011</b>	Center/Department: <b>Facilities Management</b>	Division:	Department Code: <b>AVP</b>		
Requested By: <b>Bibi Zid</b>	NSU ID #: <b>N 12345678</b>	Email Address: <b>bibikhan@nsu.nova.edu</b>	Phone: <b>954-262-8823</b>	Building: <b>Campus Support</b>	Room: <b>237</b>
Approved By: <b>Maria Lemme</b>	Signature:	Phone: <b>954-262-8940</b>	Fax: <b>954-262-3900</b>	Building: <b>Campus Support</b>	Room: <b>230</b>

**SECTION #3 - PLEASE PRINT - LIST UP TO FIVE NAMES FOR SAME KEY CODE ONLY (EACH DIFFERENT KEY CODE REQUIRES A SEPARATE REQUEST)**

Requested For: <b>Dale Morel</b>	NSU ID #: <b>N 22345678</b>	Email Address: <b>morel@nsu.nova.edu</b>	Phone: <b>954-262-8831</b>	Building: <b>Campus Support</b>	Room: <b>232</b>
Requested For: <b>Carol Lawson</b>	NSU ID #: <b>N 32345678</b>	Email Address: <b>carolaws@nsu.nova.edu</b>	Phone: <b>954-262-8845</b>	Building: <b>Campus Support</b>	Room: <b>222</b>
Requested For: <b>Jessica Brumley</b>	NSU ID #: <b>N 42345678</b>	Email Address: <b>jw1263@nsu.nova.edu</b>	Phone: <b>954-262-8835</b>	Building: <b>Campus Support</b>	Room: <b>229</b>
Requested For: <b>Beverley Ferguson</b>	NSU ID #: <b>N 52345678</b>	Email Address: <b>bf349@nsu.nova.edu</b>	Phone: <b>954-262-8890</b>	Building: <b>Campus Support</b>	Room: <b>223</b>
Requested For: <b>Alice Aschbrenner</b>	NSU ID #: <b>N 62345678</b>	Email Address: <b>alicea@nsu.nova.edu</b>	Phone: <b>954-262-8843</b>	Building: <b>Campus Support</b>	Room: <b>228</b>

**SECTION #4 - PLEASE PRINT - LOCK & KEY INFORMATION**

Campus/SEC Location: <b>Main/Davie</b>	Building: <b>Campus Support</b>	Floor: <b>1st</b>	Room: <b>218</b>	Stamping on Key: <b>2x34</b>	Stamping on Lock: <b>2x34</b>
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If not precise location above, please describe:

**4 drawer file cabinet next to the copy machine.**

Work Order or Key Request For (Please Check One): If Other, Please Describe:

Door   
  Safe/Vault   
  Locker   
  Desk   
  File Cabinet   
  Padlock   
  Other:

Does anyone have a key at your location that can be duplicated?  Yes  No

If yes, Name: **Maria Lemme**    NSU ID #: **N 72345678**    Phone: **954-262-8940**

Work Order or Key Request Due To (Please Check One): If Other, Please Describe:

New Installation   
  Needs Repair   
  Change/Re-key Lock   
  Change Combination   
  Other:

Lost Key

Date PSD Lost Property Report Filed: **10/28/2011**    Person Report Filed By: **Carol Lawson**    Email Address: **carolaws@nova.edu**    Phone: **954-262-8845**

Transfer

Key Transferred From: **N/A**    NSU ID #: **N**    Key Transferred To: **N/A**    NSU ID #: **N**

Comments:  
**Dale is here from 7am to 4pm, M-F.**

**PUBLIC SAFETY PHYSICAL SECURITY DIVISION USE ONLY**

Code: <b>2x34</b>	Key Tag: <b>F534</b>	Service/Parts on Order #1: <b>Southern Lock Supply Company</b>	PO #1: <b>AVP11012011a</b>	
Keyway: <b>CG17</b>	Lock Brand: <b>Chicago</b>	Service/Parts on Order #2: <b>Clark Security Products</b>	PO #2: <b>AVP11012011b</b>	
Bitting: <b>15388</b>	Function: <b>File/Push</b>	Sales/Contact Person #1: <b>Pete Burdwood</b>	Date Ordered #1: <b>11/1/2011</b>	Ordered By #1: <b>Melissa Crawford</b>
Ultracode or 1200 PCH Code Card: <b>37</b>	Finish: <b>626</b>	Sales/Contact Person #2: <b>Carina Trueba</b>	Date Ordered #2: <b>11/1/2011</b>	Ordered By #2: <b>Chris Barraclough</b>
PSD Completed By: <b>Gordon Blair</b>	Date Completed: <b>11/3/2011</b>	Date Service/Parts Received: <b>11/2/2011</b>	PSD Checked In By: <b>Harold Miller</b>	
Keys Received By (Printed Name): <b>Key Log</b>	Signature:	Date Received: <b>11/3/2011</b>	# of Keys: <b>5</b>	PSD Delivered By: <b>Mike Rawls</b>
Parts Received By (Printed Name): <b>N/A</b>	Signature:	Date Received: <b>N/A</b>	# of Parts: <b>N/A</b>	PSD Signature: