

Larry Hogan
Governor

Boyd K. Rutherford
Lt. Governor



Ellington E. Churchill, Jr.
Secretary

MARYLAND DEPARTMENT OF GENERAL SERVICES

FACILITIES OPERATIONS & MAINTENANCE • FACILITIES PLANNING, DESIGN, CONSTRUCTION & ENERGY
PROCUREMENT & LOGISTICS • REAL ESTATE

Key Request Key code _____

Print Name _____ Agency _____

Work Phone # _____, Other Phone # _____

Email Address _____

Key For Building _____ Suite/Room # _____

-Department Manager Approval

Print Name _____

Title _____ Phone # _____

Signature _____ DATE _____

-Department of Health Approved by Central Services _____

-DHR Approved By General Services Division _____

-MTA Approved by Administrators Office _____

For DGS Use Only

Superintendent Approval

Signature _____, DATE _____

___ I will immediately report any missing, lost or stolen keys to MD Capital Police (Building 301 w Preston Street, Suite #L-100, # 410-767-8948).

___ I will not have this or any keys duplicated. I will not loan this key to unauthorized individuals. I will only use this key for access to areas which I am assigned.

___ THIS KEY WILL BE SURRENDERED TO D.G.S LOCKSMITH (ROOM B-7) AT COMPLETION OF JOB, EMPLOYER RE-ASSIGNMENT, OR EXIT OF EMPLOYMENT

PERSON RECEIVING KEY: _____ DATE RECEIVED ON: _____