

Galena Park Independent School District

Key Control Request

(All key requests must be completed and faxed to Security Department at 832-386-1436.)

Lost or stolen keys must be reported immediately to the Director of Security - 713-875-4255.

(PLEASE PRINT)

Today's Date: _____

Name of School/Dept. or Bldg. _____

Type of Key:

- | | |
|--|---|
| <input type="checkbox"/> Building Master _____ | <input type="checkbox"/> Exterior Door _____ |
| <input type="checkbox"/> Sub-Master _____ | <input type="checkbox"/> Classroom # _____ |
| <input type="checkbox"/> Kitchen _____ | <input type="checkbox"/> File Cabinet _____ |
| <input type="checkbox"/> Desk _____ | <input type="checkbox"/> Storage/Closet _____ |
| <input type="checkbox"/> MR _____ | <input type="checkbox"/> Other _____ |

Reason: _____

Requested By

Principal's Approval

For Security/Maintenance Use Only

Director of Maintenance's Approval

Director of Security's Approval

Assistant Superintendent's Approval

W/O # _____

Assigned To: _____