



When requesting a lock change, this form must be completed and signed by the relevant Department Head/Assistant to the Dean/Senior Technician.

REQUEST DETAILS

Name	
Department	
Phone ext.	
Room Number	
Existing Lock number	
Number of keys required	

AUTHORISATION

Requestor signature	
Approver signature (Department Head /Faculty Manager /Chief Technical Officer)	
Date	
Total Cost €126 charge for new lock and €10 charge for each key	
Department Cost Centre	

Completed form should be returned to Buildings & Estates Office Staff, Room AM-065, Main Building

OFFICE USE ONLY

Lock ordered from	
Date	
Collected by	
Date	
Total Charged	