

Lakehead University
Security Services Proximity Key Card Work Order Request

Cards are only available for the following rooms in ATAC: 2007, 3006, 3009, and 3010

Date:	Department:
Approved By:	Ext #:
Requested By:	Contact Ext #:
Category: Locksmith	Cost Code:
Building:	Room:
Student name and number: Note \$20.00 deposit to be paid on all student keys on pick up.	
Employee Name and number.	
Select Card Schedule: _____ Choose one of the following schedules. <ol style="list-style-type: none"> 1. Always On (24 Hrs, 7 Days a week) 2. 24 Hour Pass – 5 Day Week (24 Hrs, Mon to Fri) 3. 24 Hour Pass – Weekend (24 Hrs, Sat & Sun) 4. Day Pass – 5 Day Week (8am to 6pm Mon to Fri) 5. Day Pass – 7 Day Week (8am to 6pm every day) 6. Day Pass -- Weekend (8am to 6pm Sat & Sun) 7. Night Pass – 5 Day Week (6pm to 8am Mon to Fri) 8. Night Pass – 7 Day Week (6pm to 8am every day) 9. Night Pass -- Weekend (6pm to 8am Sat & Sun) 	
Card Activation	
Start Date (mm/dd/yyyy):	End Date (mm/dd/yyyy):
S/O Receiving:	S/O Issuing:
Date Received:	Date Issued: