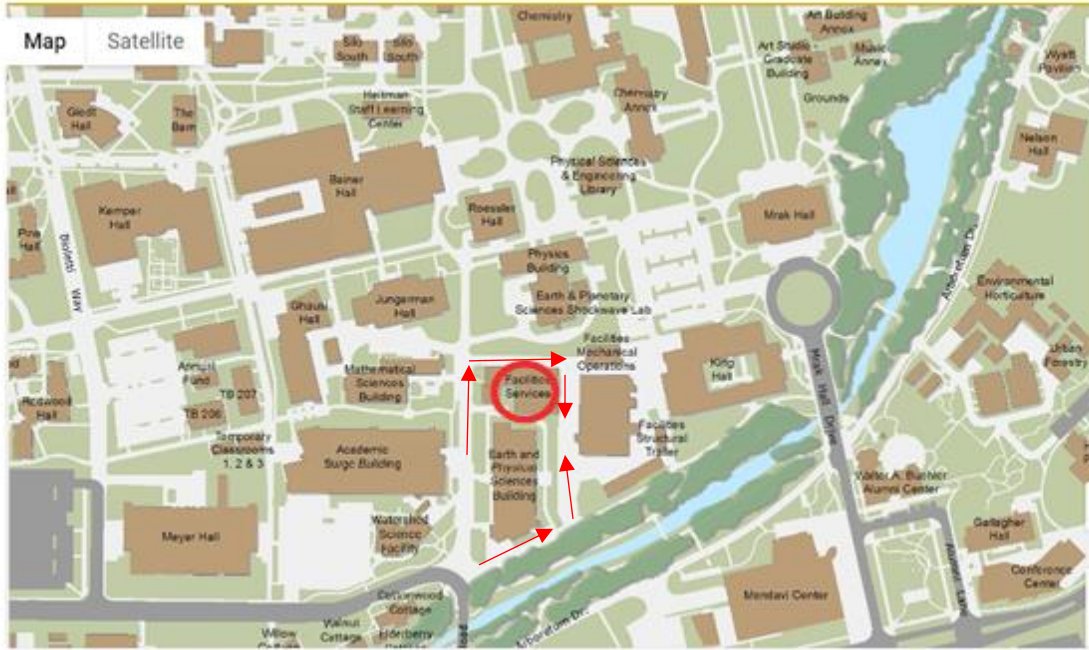


Need a Key to Access Your Building?

1. Contact your department's Key Control Manager to request a key
2. Your department's Key Control Manager will submit a Work Request to Facilities Management
3. We will contact your Key Control Manager when the keys are ready for pick up at Facilities lock shop
4. More information refer to [PPM 360-50](#) for additional guidance



The lock shop is located in the Facilities Management yard. Pedestrian traffic can enter at the north-end of the building or if driving, enter the facilities yard from south driveway off LaRue. Look for the lock shop sign above the entry door.

Don't Know Your Key Control Manager?

1. Contact our Customer Experience Center at 530-752-1655