



BETHLEHEM

AREA SCHOOL DISTRICT

BETHLEHEM AREA SCHOOL DISTRICT KEY DISTRIBUTION LIST

Work Order #: _____ Maint Administrator: _____

Request Date: _____

Building: _____

| Name of Employee Requesting the Key (Print) | Number of Keys Requested | Number on Key or Core | Door Number | Reason for Request |
|---|--------------------------|-----------------------|-------------|--------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

Authorized Signature (Principal):

Received Key(s) _____
Principal/Principal Secretary

Key Maker: _____