

Key Request Procedures

With the introduction of FAMIS for work orders, the following changes are being made to the key request procedures:

- Instead of faxing a signed letter to work control, scan it to your computer.
- The requestor must open a work order through FAMIS.
- Choose type Building Access and Locks with a subtype of Key Issuance.
- While filling out the information, there is a comment location to explain the text of the request.
- An email CC field is available for status updates.
- Account number (TAG number) must be provided for all key requests.

After pressing submit, and the work order number is generated, you will then have the ability to upload/attach the scanned signed approval letter to the work order.

More detailed guides on the work control system are available through Facilities [Work Control website](#)