

REQUEST FOR LOCKSMITH SERVICES

Please complete the following information to request lock work from the Building Management Branch, PSC. Attach any floor plans that may be helpful. *Please note: FDA does not use the PSC locksmith services.*

Return the form to Room 5B-41, Parklawn Building or fax to (301) 443-8151. You may also e-mail this form to *locks@psc.gov*.

Requesting Office Information

NAME	AGENCY / SUBAGENCY and (for PSC users only) COST CENTER
PHONE NUMBER	DATE

Location of Work

BUILDING	ROOM NUMBER
CONTACT NAME	CONTACT PHONE NUMBER

Description of Work

LOCK INSTALLATION	Quantity
<input type="checkbox"/> Simplex	
<input type="checkbox"/> Unican	
<input type="checkbox"/> Lever Set	
<input type="checkbox"/> Locking	
<input type="checkbox"/> Non-Locking	
<input type="checkbox"/> Desk	
<input type="checkbox"/> File	

LOCK REPAIR	Quantity
<input type="checkbox"/> Simplex	
<input type="checkbox"/> Unican	
<input type="checkbox"/> Lever Set	
<input type="checkbox"/> Desk	
<input type="checkbox"/> File	

KEY DUPLICATION	Quantity
<input type="checkbox"/> Duplication (key provided)	

COMBINATION CHANGE	Quantity
<input type="checkbox"/> Simplex	
<input type="checkbox"/> Unican	

KEY REPLACEMENT	Quantity	Lock Number
<input type="checkbox"/> Replacement (no key)		

SPECIAL INSTRUCTIONS: _____

FOR OFFICE USE ONLY

PARTS USED

TICKET NUMBER