

DATE: \_\_\_\_\_

TO: SECURITY OFFICER

THRU: CAPTAIN

Department Requesting Work: \_\_\_\_\_

You are requested to perform the following: \_\_\_\_\_

The following changes will be made to your files:

a. Control Room Records

Control Room Alphabetical: \_\_\_\_\_

Control Room 5 x 8 Card: \_\_\_\_\_

Control Room Key Count: \_\_\_\_\_

Control Room Key Rings: \_\_\_\_\_

b. Lockshop Records

Lockshop Alphabetical: \_\_\_\_\_

Lockshop 5 x 8 Card: \_\_\_\_\_

Lockshop Key Count: \_\_\_\_\_

Lockshop Numerical: \_\_\_\_\_

Lockshop Tele-Key Inventory: \_\_\_\_\_

Lockshop Key Blank Inventory: \_\_\_\_\_

c. Staffhours: \_\_\_\_\_

d. Materials: \_\_\_\_\_

e. Total Cost: \_\_\_\_\_