

# KEY/LOCK REQUEST

A Key/Lock request is required any time a lock needs to be changed; new keys are needed; or lockers, anchor pads, filing cabinets, etc., need to be unlocked.

## OFFICE PROCEDURE

- The request must be on the NIH form NIH -2138.
- The request must be time stamped and placed in the incoming mail of the Chief, Office of Facility Management (OFM) by OFM Assistant or other staff.
- Chief, OFM, will note any persons contacted for preapproval.
- Chief, OFM, will review and approve request.
- Staff will fax the request to the Locksmith Shop in Building 31.

## AREA OF RESPONSIBILITY

Office of Facility Management and Crime Prevention Branch/Locksmith Section.

## EMERGENCY PROCEDURES

When a door will not lock or unlock, keys to medication room doors are lost, or someone is locked out of an office, call the Crime Prevention/Locksmith Section at 301-496-3507 during normal working hours. After normal working hours, call the NIH Police at 301-496-5685.

Concurrence

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Chief, Office of Facility Management, Clinical Center, Office of the Director