

Lock/Unlock Requests

All lock/unlock requests must be submitted 72 hours in advance.

Please fill out and save the following form.

Building to be Locked/Unlocked: _____

Room to be Locked/Unlocked: _____

Time for the area to be Locked/Unlocked: _____

Date area to be Locked/Unlocked: _____

This area is to be Locked or Unlocked: _____

Name: _____

Department: _____

Contact Number: _____

Date Requested: _____

You have several options for submitting the form.

1. You may email this form as an attachment to:

Charlene_Howell@baylor.edu,

or

2. You may print the form and fax it to our office at (254) 710-3961

or

3. You may print the form and submit it to our office at 2100 River St.