



JAN 2021

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**TO:** ALL

**FROM:** SUPERVISOR MAINTENANCE / LOCKSMITH FOREMAN

**SUBJECT:** SCHOOL KEY REQUEST

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### KEY REQUEST

Please send key request at least a week in advance to allow time to process.

Email: WILLIAM HOFFMAN [hoffmanw@duvalschools.org](mailto:hoffmanw@duvalschools.org) CC: Travis Young [youngt9@duvalschools.org](mailto:youngt9@duvalschools.org)

Include the following

- School #
- Individual or Company
- Specify area in school
- Quantity of keys needed
- Expected return date of keys

Thanks for all your help

Travis Young  
Duval County Public Schools  
Supervisor, Station 1  
P: 904-630-6666 ext.120  
F: 904-630-6669  
E: [youngt9@duvalschools.org](mailto:youngt9@duvalschools.org)

