TO: ALL

FROM: SUPERVISOR MAINTENANCE / LOCKSMITH FOREMAN

SUBJECT: SCHOOL KEY REQUEST

KEY REQUEST

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

Email: WILLIAM HOFFMAN hoffmanw@duvalschools.org CC: Travis Young 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
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Supervisor, Station 1
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F: 904-630-6669
E: youngt9@duvalschools.org