

**Fairmont State University – Facilities Department  
Dude Solutions – Asset Essentials – Key Requests**

Please use the Key Request Form, located on the Forms Repository, to submit a key request to University Facilities. Provide the information requested on the form and send it to [Facilities@fairmontstate.edu](mailto:Facilities@fairmontstate.edu). Once received, the Facilities Department will generate a work order for the Locksmith and the Department/Individual will be notified when the key(s) are completed.

All Key Request Forms must be reviewed and signed by the Department Supervisor prior to submittal.

If you have any questions, send an email to [Facilities@fairmontstate.edu](mailto:Facilities@fairmontstate.edu) or call Facilities at extension 4110.