



**OFF HOUR S2 LOCK SCHEDULE REQUEST**

Facility, Development, and Operations

Facility Development & Operations ▪ 404 E. San Fernando ▪ San José, CA 95192-0010 408-924-1990 ▪ [workcontrol@sjsu.edu](mailto:workcontrol@sjsu.edu)

**Instructions:** To request building unlocks for events, please complete form and have a MPP sign. MPP signature is required to schedule opening of any SJSU Building/Rooms. Email signed form to [workcontrol@sjsu.edu](mailto:workcontrol@sjsu.edu)

EVENT DATE:				DEPARTMENT:	
REQUESTER'S NAME:				REQUESTER'S PHONE NUMBER:	
REQUESTER'S EMAIL:					
BUILDING:			ROOM(S):		
HOURS: FROM		AM/PM	TO		AM/PM
					EVENT NAME/NUMBER:
<b>Additional Information:</b>					
Print Name of Approving MPP- Provide Tower Card No.				MPP Signature	

<b>FD&amp;O Use Only</b>					
Building Unlock Scheduled _____		Customer Service _____		Date _____	
HVAC Scheduled _____		HVAC _____		Date _____	
Additional Notes:					

\*To cancel a request, please email a copy of the completed form to [workcontrol@sjsu.edu](mailto:workcontrol@sjsu.edu) and note CANCEL REQUEST in the message/subject of the email.