

**LOCK REMOVAL FORM**

Date of Lock Removal: \_\_\_\_\_ Time of Lock Removal: \_\_\_\_\_

Name & Title of Person that Approved Lock Removal: \_\_\_\_\_

Name & Title of Person that Removed the Lock: \_\_\_\_\_

Was the Person whose lock is to be Removed contacted?  Yes  No

Name of Person whose Lock was Removed: \_\_\_\_\_

Why was their lock left on? \_\_\_\_\_

Why are we removing the lock: \_\_\_\_\_

Please list the efforts made to notify the person that their lock was being removed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_