

City and County of San Francisco

Human Services Agency

Department of Human Services
Support Services



Gavin Newsom, Mayor

Trent Rhorer, Executive Director

DHS Keys Request Form

TO: Support Services

This is to request the stated key(s) for the following employee. I am providing key number(s), if known, and key description(s) to facilitate this request.


Employee Name: Michael Powell

Worker Number: 2340

<i>Key Number</i> (Example: 170M)	<i>Key Description</i> (Example: Master Key to 170 Otis)
183E	Key to rolling cabinet in cubicle

Justification For Request:


Need to be able to secure belongings and other confidential info and items. There is no key to the cabinet.

DocuSigned by:

 Program Manager: _____ Date: 1/11/2023
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Building Manager: _____ Date: _____

IMPORTANT NOTICE: *The Director of Support Services will review all requests before approval.*

I fully understand that I am responsible for any and all use of the key(s) provided to me. At no time will I share the key(s) with anyone. I will neither make nor allow to be made, duplicate copies of key(s) for which I am responsible.

DocuSigned by:

 Employee: _____ Date: 1/11/2023
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