

CENTRAL UNIFIED SCHOOL DISTRICT-OPERATIONS DEPARTMENT- KEY REQUEST FORM

SITE: _____

DATE: _____

EMPLOYEE TO RECEIVE KEY/S NAME: _____

TITLE: _____

(Separate request required for EACH employee)

# OF KEYS NEEDED	ROOM #	KEY NUMBER	KEY TYPE	WHAT IT OPENS	WHO USUALLY HAS IT
	X		Master Key	Opens all entry locks @ a single site. (Exception: May not open lock to Principal and/or V.P. office)	Principal, V.P., Head/Lead Custodian, Night Custodian
			Teacher Use Key	Opens most entry locks to admin office, bldg or classroom wing, restroom	Teacher, Employee
			Room Key	Opens entry lock to a room or rooms	Teacher, Employee
			Light Key	Turns on/off lights – No switch	Principal, V.P., Head/Lead Custodian
	X		#15 Gate Key	Open lock to a pedestrian gate	Teacher, Employee
			Storage Key	Opens lock to storage/closet	Teacher, Employee
			Desk/File Cabinet Key	Opens lock to desk/file cabinet	Teacher, Employee
			Custodial/Janitorial Closet Key	Opens entry lock to custodial/Janitorial closet. Restricted to Janitor & District use only due to chemical storage	Custodial Operations & Maintenance only due to storage of chemicals
			Ops Key	Opens fire lane gates	typically issued only to Principal and/or VP
			Data Key	Opens IDF and MDF rooms	typically issued only to technology dept

This form is for the issuing of keys from Central Unified School District for the person named herein. I as an Approving Official of the District, request the issuing of these key/s. There will be a charge to my budget to make the key/s.

Reason for Request (lost key, new employee, damaged key, other) _____

IS NEW ALARM CODED NEEDED AS WELL? Yes No

Approving Official Printed Name _____ Signature _____

Chargeable Account Code (required)

Fund	Resource	Project	Goal	Function	Object	Site	Responsibility	Manager

\$50.00 -1st key, \$10.00 each additional key

Number or email to contact when key/s are ready: _____

Maintenance Office Use only

Maintenance authorizing agent: _____

Acknowledgement of Receipt:

My signature below indicates that I receive this key with the understanding that it is for my use only and that I am responsible for keeping control of the key/s at all times. I will not prop open any outside door when it is locked. I will not lend my key/s to anyone. I will not let anyone into a room for which they do not have keys. I will not let anyone duplicate my key/s. If this is a gate key I will leave all sites in the same state found. If the gate is locked, I will re-lock it when entering, and re-lock it when leaving. If the gate is open, I will leave it open. If this key is lost, I will report the loss immediately to my supervisor and/or the school, and in turn to the District Maintenance Department (A record of this loss will be maintained in a permanent record). When my duties with the district do not require key/s listed, I will return it to the District Maintenance Department.

CA Code 469. Any person who knowingly makes, duplicates, causes to be duplicated, or uses, or attempts to make, duplicate, cause to be duplicated, or use, or has in his possession any key to a building or other area owned, operated, or controlled by the State of California, any state agency, board, or commission, a county, city, or any public school or community college district without authorization from the person in charge of such building or area or his designated representative and with knowledge of the lack of such authorization is guilty of a misdemeanor.

Initial _____

Do not sign until you receive your key/s:

Date: _____

Printed Name: _____ Signature: _____