

SMJUHSD KEY REQUEST FORM

Complete Parts I & II, then submit to the Maintenance Department

Part I: Requester Information

Date: _____

Site: SSC DHS ERHS PVHS SMHS Other: _____

Name of Recipient: _____ Dept/ Position: _____ Contact Info: _____

Location(s) Requested: _____ Date of Return: _____

Reason Requested: Lost Key Sub Packet New Hire Other (specify): _____

Additional to Department or Replacement for: _____

Part II: Key Request Approval

Replaced Staff Key Return Date: _____

ATHLETICS: N/A--Approved / Disapproved _____
Please Circle One , Athletic Director

ALL KEY REQUESTS: N/A--Approved / Disapproved _____
Please Circle One , Principal

ALL KEY REQUESTS: N/A--Approved / Disapproved _____
Please Circle One , Plant Manager

Plant Manager Notes: _____

Part III: Key Issue Information

	Key Issued
1.	
2.	
3.	
4.	
5.	

	Key Issued
6.	
7.	
8.	
9.	
10.	

I understand that **I must protect keys at all times**; that it is **not permissible for students to have possession of keys** at any time, and that **if key(s) are lost I am to report it immediately** to the Principal's Office and to the Plant Manager. I further understand that **I will be charged \$5.00 for any replacement key and all costs associated to re-keying due to lost keys will be forwarded to the District Office.**

Recipient Signature

Date Issued

Part IV: Key Collection/Disposition (Locksmith & Maintenance Secretary Use Only)

Personal Key Code (PRIMUS Only): _____ Comments: _____