

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: _____