

North Tonawanda City School District  
Key/Fob Request Form



Name: \_\_\_\_\_ Building/Area: \_\_\_\_\_

Room (if applicable): \_\_\_\_\_ Key Code (if available) \_\_\_\_\_

Item Requested: ☐ Key ☐ Fob ☐ Key & Fob \*\*Fob instructions are located on the back of this form\*\*

Reason for request:

- ☐ New employee
- ☐ New space assignment (*current key must accompany this request*)
- ☐ Replace lost key/fob
- ☐ Replace defective key/fob (*defective key or fob must accompany this request*)
- ☐ Lock Change
- ☐ Other (explain) \_\_\_\_\_
- \_\_\_\_\_
- ☐ Temporary (reason & Dates needed) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

Employee Information:

Employee Name \_\_\_\_\_ Department: \_\_\_\_\_

Phone Extension: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

- ☐ Full-Time ☐ Part-Time ☐ 10 month Employee ☐ Coach
- ☐ Faculty /Aid ☐ Administration ☐ Long Term Sub
- ☐ Other (explain) \_\_\_\_\_

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

Building Principal Signature \_\_\_\_\_

Date \_\_\_\_\_

Director of Facilities Signature \_\_\_\_\_

Date \_\_\_\_\_

Key returned \_\_\_\_\_

### Instructions for EMERGENCY FOB

1. This fob is issued for your **EMERGENCY** use only. Misuse of this will be cause for termination of its use.
2. If fob is lost or stops working, you must notify the **NTCSD Human Resources** immediately.
3. The **Fire and Police Department FOB** is 24 hour District Access.
4. If you have questions or difficulty contact **Human Resources** at 716-807-3516.

### Instructions for your TEMPORARY FOB

1. This fob is issued for your use only. It is not to be used by anyone else.
2. If you lose your fob, you must notify **NTCSD Human Resources** at 716-807-3516 immediately.
3. When you receive your fob, you will be notified of your allowable access days, times and building(s). If you need additional access to buildings or times, contact **Human Resources** at 716-807-3516.
4. Practices etc. (not public events) that are being held with your fob as the access to the school are your responsibility. Someone is to be at the door to allow participants in – doors are not to be propped open.
5. Fobs must be turned in the day after your approved event or completion of project.

### Instructions for your NEW FOB

1. This fob is issued for your use only. It is not to be used by anyone else.
2. If you lose your fob, you must notify **NTCSD Human Resources** at 716-807-3516 immediately.
3. When you receive your fob, you will be notified of your allowable access days, times and building(s). If you need additional access to the buildings or times, contact **Human Resources** at 716-807-3516.
4. Practices, etc. (not public events) that are being held with your fob as the access to the school are your responsibility. Someone is to be at the door to allow participants in – doors are not to be propped open.
5. Coaching fobs must be turned in at the end of each season to receive payment of salary.
6. Fobs must be turned in when employment ends.