



Key Control Authorization Form

Name:	Position:		Work Area:	
	Check for Yes	Initial	Check When Returned	Initial
District Master Key <i>Authorized only to the Director of Schools, COO, Facilities Mgr., Building Maintenance Mgr., Assist. Building Maintenance Mgr, Building Services Mgr, and Assist. Building Services Mgr.</i>				
Administrative Building Access Key <i>Central Services Gracey, Greenwood, Operations, Central Services South, and Administrative Bldgs, SROs</i>				
School Building Master Key <i>Principals, Assistant Principals, Custodians, SROs, and Kitchen Manager (if applicable)</i>				
Proximity Card/Essential Employee Access Card (EEAC)				
Building Alarm Code				
Work Area Key				
Special Area: <i>Theater, Gym, Library, etc.</i>				
Lockers Control Key				
Kitchen Key				
Portable Classroom Key				
Cabinet/Desk Key				
Athletic Facility (<i>specify quantity and location</i>)				
Temporary Portable Access Card				
Other Key (<i>specify quantity and location</i>)				
<p>I acknowledge receipt of all keys/cards/codes indicated by marking "Yes" and initialing above. I am responsible for all keys/cards/codes in my possession and understand that a \$100 replacement fee will be assessed for all lost master keys, an \$14.00 replacement fee for all other lost keys, a \$2.50 replacement fee for all lost wall locker keys, a \$3.00 replacement fee for all lost proximity cards and essential employee access cards, and all costs associated with changing an alarm code up to \$100 (OPS-A008), a \$14.00 fee for new file cabinet locks, an \$18.50 fee for new file cabinet code, and a \$14.00 for new lock on desks and student/teacher tech carts. I understand that it is a violation of CMCSS policy to allow anyone other than myself to use a CMCSS key/card/code.</p>				
Signature			Date	
*If keys/cards were not returned, please explain why:				