

## 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 \_\_\_\_\_  
Dan Ellington, Athletic Director

ALL KEY REQUESTS: N/A--Approved / Disapproved  
Please Circle One \_\_\_\_\_  
Steve Campbell, Principal

ALL KEY REQUESTS: N/A--Approved / Disapproved  
Please Circle One \_\_\_\_\_  
Ken Groppetti, 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: \_\_\_\_\_