



Procedure Section: **Facilities and Equipment**

**900**

Procedure Name: **Facilities – Master Key Control**

**906**

**Form 906-A**

**Facilities Master Key Issue Agreement**

See KPDSB Procedure 906 – Facilities Master Key Control for terms and conditions governing issuance of master keys.

Name: \_\_\_\_\_

Position: \_\_\_\_\_ School/Department: \_\_\_\_\_

I, \_\_\_\_\_, have received the key(s) listed below:

Key #	School	Key Type (Master or Grand Master)	Receiver's Initials	Date to be Returned  (dd,mm,yyyy)	Date entered into eBase  (dd,mm,yyyy)

I understand that the above key(s) are to be returned to the Facilities Department as per the terms of KPDSB Procedure 906, Facilities Master Key Control, and that failing to do so will result in my being responsible for all costs associated with re-keying areas accessed by the above key(s).

I further understand that I am expected to keep the above key(s) safe and secure, and I am not authorized to copy, lend, or otherwise give the key to any other person.

**Employee Agreement**

I have read the KPDSB Procedure 906 dated \_\_\_\_\_ and agree to its terms and conditions.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Authorization**

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date