



Chair: Goronwy Price

C.E.O./Director of Education: Tony Stack

APPENDIX A – Key/Card Sign Out Log

I, the undersigned, acknowledge receipt of the keys/cards as listed on this document.

I acknowledge use of this key/card is subject to Policy OPER-605 - Facility Security and Access Control and its associated Administrative Regulations. I acknowledge it is my responsibility to fully acquaint myself with this policy and the responsibilities it places upon me. These responsibilities include:

1. Keys must be held securely by the person who has signed them out – ensuring there is no identification of the key e.g. on the keychain. Keys are not to be left unattended in vehicles, on desks, in doors, etc.
2. Barring open exterior doors is strictly prohibited.
3. The unauthorized transfer or duplication of keys/cards and/or sharing of alarm codes is considered a serious breach of security and may be subject to disciplinary action.
4. Loaning or transferring keys is strictly prohibited.
5. Staff may be charged for the re-keying and referred to Human Resources for disciplinary action if the loss is a result of negligence, disregard, or improper control of keys/cards.
6. Community Use Groups will be charged for any re-keying that results from their loss or misuse of keys/cards.

I understand that any violation of this agreement may render me responsible for expenses incurred from unauthorized access I cause or allow, and or expenses related re-keying any area affected.

I also agree all keys signed for will be turned over to the Newfoundland and Labrador English School District, Facilities Department, or its authorized representative, when requested.

School/Building: _____

Key number: _____ **Access Card (Y/N)** _____

Date: _____ **(dd-mon-yy)**

Name (Print): _____

Group Name: _____
(for Community Use or Contractors)

Phone No: _____ **Email:** _____

Signature: _____

Office Use Only

Key Returned to: _____ **Date:** _____