



# Report of Lost Keys, Access Cards, and FOBs

The Principal/Site Manager **in consultation with the Head Caretaker** must report lost or stolen keys, access cards and FOBs immediately to the Security Operations Centre (416-395-4620) and complete this form. The Head Caretaker will submit this form to the Facility Team Leader, Regional Manager, and Security Operations Centre.

**School/Site** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Key Lost By:**

Teacher \_\_\_\_\_

Caretaker \_\_\_\_\_

Other \_\_\_\_\_

**Details of Loss:**

Approx. Time \_\_\_\_\_ Date \_\_\_\_\_

Approx. Location \_\_\_\_\_

Number of Keys \_\_\_\_\_

Was there any identification on the lost key(s)? \_\_\_\_\_

Location in school of locks affected by loss \_\_\_\_\_

\_\_\_\_\_

Action Requested:	Cost Estimate (if required):
Key Replacement:	
Change Lock and Re-key:	

Include additional information on how the key/card/FOB was lost:

\_\_\_\_\_

\_\_\_\_\_

Signed by:

\_\_\_\_\_

Head Caretaker

\_\_\_\_\_

Principal/Site Manager