Key-Access Control Form

Form 663A-PR 663

Version 2.0, September 2023

This form is a record of all **interior submaster, elevator,** and **room keys/cards/FOBs**. At the start of **each school year**, the Principal will issue keys/cards/FOBs to staff and tenants. The staff member or tenant must sign this form when keys/cards are issued and when they are returned. This form is to be kept in the Access Management Log.

Name of Key/Card Holder (please print): _____

School/Site: _____ **Date:** _____

Key/Card		Hook#	Purpose	Date Issued	Key Holder Initials	Date Returned	Key Holder Initials
Type	#						

Approved by Principal: _____ **Date:** _____

Note: Types are Grand, A, B, C, or other.

By signing the Key Access Control Form (663A), you are agreeing that the keys listed on the form are the only school keys/cards/FOBs you have and that they are to be used only for school business.

Key Holder Signature: _____ **Date:** _____