Record of Master Key Issued

Form 663B-PR 663
Version 2.0, Sept. 2023

School/Site/Region _____ **Date**_____

Only the Principal and Caretakers are issued **interior** and **exterior master keys.** The Principal will record all master keys issued on this form. This form is kept in the Access Management Log.

The Regional Manager shall record all **regional master keys** that are issued to Facility Services staff (e.g., Facility/Caretaking Team Leaders and Security) on this form. This form is kept in the Regional Managers office.

Name of Key Holder	Position	Date of Surveillance System Training by Head Caretaker	Include Key Number			
			Grand	A	B	C

Principal or Regional Manager Signature: _____