Record of Loan Keys/Cards

Form 663C-PR 663

Version 2.0, Sept. 2023

School/Site/Region: _____

Spare keys, access cards, and FOBs must be kept in a locking metal key cabinet. These will be issued by the Principal/Site Manager or designate responsible for the spare keys e.g., the Principal oversees the spare keys for supply Teachers and the Head Caretaker oversees the spare keys for unassigned caretaking, maintenance, and service staff.

The Principal/Site Manager and Head Caretaker will ensure these keys are signed in and out using this form. This form must be kept in the Access Management Log.

The Regional Manager will use this form to record the temporary issue of keys to staff who require access to facilities outside normal operating hours.

Date	**Name of who the key is issued to.** (print)	**Keys/Card Number Issued**	**Received** (initial)	**Returned** (initial)	**Name of who issued keys.** (Principal/Designate/Caretaker)