

Cumberland Public Schools Key Control Agreement

Pursuant to the Cumberland Public Schools Key Control Policy
Approved April 27, 2006

DETAILED PROCEDURES

1. The Director of Facility Services will maintain the Key/Lock Records. These records will include all facility locks, keys and key holders, and will be considered high security. These records will be kept current at all times. These records will provide the basis for individual key/lock inventory and control.
2. In the event of a lost key, the loss will be reported immediately to the individual's administrator. The administrator will subsequently report the loss to the Director of Facility Services. These individuals will jointly determine if a lock change is necessary. A lock change will require a \$25 minimum core change fee, with the maximum charge being \$100.
3. The cost of re-keying an area will be the responsibility of the person issued the keys.

I acknowledge receipt of the key(s) described below. In signing this agreement, I acknowledge that I understand and agree to each of the following conditions for issuance of keys.

- 1) I agree not to duplicate or have duplicated the key(s) issued to me.
- 2) I agree not to loan said key(s) to anyone under any circumstances.
- 3) I understand that duplication of keys or lending keys to anyone under any circumstances may result in disciplinary action.
- 4) I agree to return the key(s) to the issuing office upon request of the administrator or Director of Facilities or when my need for said key(s) no longer exists.
- 5) I agree that if said key(s) is/are lost or are otherwise not available for return, I will pay to the maximum sum of \$25 per core change, up to a maximum of \$100, payable to the Cumberland Public Schools.

Name (Please print)

Signature

Date

Complete information below in full:

Describe Key Area

School

Date Issued

Initial to Acknowledge Receipt

Date Returned

Initial to Acknowledge Return

