HELENA COLLEGE KEY REQUISITION FORM

Appendix A

Name:	Position:	
implemented a key policy. Access for building administration as appropriate, and is to be us of Helena College, and are on loan to each em	, Staff, Students, Visitors, and Property at Helengs will be with the use of a key, provided to eached only for authorized building access. These haployee for the duration of their employment. o multiple areas may be carrying multiple keys.	ch employee by keys are the propert Each key has a
	ral, and as such, the obligations listed below share or operty and other employees and students at students at students at students at students at students at students.	
Guidelines:		
 Any key that is lost or stolen must be 	e key to anyone not employed by the college. reported to Maintenance immediately. Failure curred with the key and/or the cost of re-keying cost of \$20.00.	
 charge to the individual. Any key purposely damaged will be repayment of any related damages and, The key must be returned in the even with Helena College. 	of day-to-day activity will be replaced by Helenal eplaced at a \$20.00 cost to the employee and conformation of the cost of re-keying the affected area. In the fermination, retirement, lay-off, or other retirement, l	ould result in
expecting all employees and students to comp	of Faculty, Staff, Students, Visitors, and Propert ply with the integrity of these measures. The s lity in general from non-authorized personnel college.	ole intent of this
I read, understand and will comply with the a	bove written key policy.	
Signature	Print Name	Date
Supervisor Signature	Print Name	Date
Assist. Dean or Dean / CEO Signature	Print Name	Date

Key # / Location _____ Key # / Location _____

Director of Facilities

Date Keys Returned _____