

Key/FOB Agreement

To ensure the safety of all staff and students, please note:

1. These are restricted keys/FOBs and are the property of the Durham Catholic District School Board. They are not subject to loan or transfer to any third party, must not be duplicated in any manner, and must be returned when requested.
2. Each person receiving keys/FOBs accept responsibility for the security of this system.
3. Any lost keys/FOBs must be reported immediately to the Facilities Services department. A fee of \$10 will be required to replace the lost FOB, while a fee of \$50 will be required to replace the lost key.
4. When entering a board site using a FOB/key, please remember not to allow unknown people in the building.

Key Check Out

Date:

Name:

School/Department:

Phone Number:

Position:

Supervisor:

Email Address:

Key Issued:

Location and Room Number:

Employee Signature:

Key Return

Date:

Key Stamp:

Employee Signature: