

Facility Key Issue Form

This form authorizes the issuance of Teller County Facility keys to the undersigned. Key issuance is limited to authorized and essential personnel to guarantee access to their workplace. Individual responsibilities are outlined below:

Facilities Manager:

--Facilities Manager is overall responsible for key access, issue, policy and system audit and management.

Facilities Maintenance Technicians:

--Responsible to cut, issue, receive, mark and identify, destroy and secure keys by their area of responsibility.

--Fill out Key Issue Forms

--Submit completed Key Issue Forms to Human Resources Office for filing in employee's personnel file.

Department Heads/Elected Officials/Other Managers:

--Sign Key Issue Forms to ensure their awareness of staff members access and availability to the workplace.

--Aid Facilities Department by requesting support to periodic key audit requests.

--Receive keys turned in upon employee resignation/termination/reassignment and return those keys to the Facilities Department. ***Final paycheck will not be released to employee until all keys have been returned.*** (Confirmation by and returned to the Facilities Dept.)

County/Other employees/general:

--Sign Key Issue Forms and submit completed forms to Facilities Department.

--Keep County keys in their possession or secured at all times.

--Initiate reports of loss or theft immediately upon notice.

--Turn in keys when no longer needed/upon reassignment/resignation/termination/end of agreement.

--Participate in periodic key audits for records and system management of Facilities Department.

Duplicates are allowed only through Facilities Maintenance Department!

The cost of rekeying due to Lost keys or keys not returned upon separation will be the responsibility of the individual issued the key.

Key Number: _____

For access to: _____

Issued to: _____

Manager authorization: _____

Issue date: _____

Employee signature: _____

Issued by: _____

Turned in by/date: _____