



Anthony Independent School District

840 Sixth Street, Anthony Texas 79821

Maintenance Office: (915)886-6515 or (915) 886-6532

KEY REQUEST FORM

EMPLOYEE INFORMATION

Employee Last Name	Employee First Name	Employee ID #
Department/Campus	Position/Title	

REQUEST TYPE ☐ New Key Request ☐ Lost/Replacement Key ☐ Renewal of Agreement

INSTRUCTIONS: Fill out key(s) needed and receive authorization from your principal / supervisor. Key(s) will NOT be issued w/out supervisor approval.

KEY(S) REQUESTED

Bldg & Room #	Supervisor Approval	Key #	Staff Initial	Date Issued	Initial Return
IF APPLICABLE					
Sub-Master Key					

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received, read, and understand the Anthony Independent School District Key and Alarm Code Guidelines. I agree to follow all district policies and procedures regarding the use and security of assigned keys and alarm codes. I understand that all keys remain the property of Anthony Independent School District and must be returned upon request or separation from employment.

Employee Signature	Date

OFFICE USE ONLY

Date Issued	Verified By	Title
Date Returned	Received By	

Anthony Independent School District • 840 Sixth Street, Anthony, Texas 79821

Phone: (915) 886-6500 • Fax: (915) 886-2420

Anthony Independent School District Key and Alarm Code Guidelines

- The keys are for the individual's personal use and will not be loaned to others at any time.
- Lost keys will be reported to your supervisor before the closing of the same business day.
- Persons using their keys after closing hours are responsible to make sure doors are closed and locked, both upon entering and leaving, and for supervising any persons admitted who do not have a key authorization. It is your responsibility to secure the building and remove unauthorized personnel from the building.
- On separation from the District, all issued keys must be returned or a replacement fee will be paid as follows:
 - **Operating Key \$ 25.00 + rekeying cost (est: \$100)**
 - **Sub Master 50.00 + rekeying cost (est: \$1,000)**
 - **Campus Master 100.00 + rekeying cost (est: \$4,000)**
 - **Grand Master 200.00 + rekeying cost (est: \$10,000)**
- If keys are lost, a key request form must be submitted again at which time appropriate replacement costs will be assessed. After assessment, individuals must pay the cost to the Accounting Office in the administration building. Replacement keys will not be issued until the key replacement costs are paid.
- Keys may not and will not be duplicated under any circumstances.
- Keys remain the property of the Anthony School District and must be made available for periodic inventory upon request by your supervisor.
- Individuals holding properly authorized keys may return damaged or worn keys to the Operations Manager for free replacement at any time.
- If an individual moves office, it is the responsibility of that person to return all old keys to the Facilities Department in a timely manner.
- All security system user codes and passwords are unique to each individual and accessible only by the security company and to Rene Ramirez, Maintenance Manager of the Anthony Independent School District.
- Custodial personnel are responsible to secure and arm the available security alarm system in their assigned buildings upon the end of their work shift. Failure to do so will result in disciplinary actions, financial liability of any losses occurred while the system is disarmed, and fines and hourly expenses occurred while the system is disarmed.
- If you trigger the alarm, you must notify the security company and your supervisor immediately. Identify yourself to the security company, at which time they will ask you for your password. Give the operator your password, and then they will assist you in disarming the system.
- **If you cause a false alarm, you will be responsible for all monetary fines levied by the police department, hourly wages for support personnel to respond to the alarm, and any other fees associated with event.**
- **Failure to follow these procedures will result in disciplinary actions. Continued disregard of this policy will result in administrative action that could result in termination.**