

ANTHONY INDEPENDENT SCHOOL DISTRICT



840 SIXTH STREET
ANTHONY, TEXAS 79821

CENTRAL OFFICE: (915) 886-6500
MAINTENANCE OFFICE: (915) 886-6516

KEY AND ALARM REQUEST FORM

Last Name: _____ First Name: _____ MI _____

ID#: _____ Dept./Campus _____ Position: _____

Instructions: Any District keys are issued upon request after authorization by your Principal/Director/CFO, and the Operations Manager. **Master key request require approval by the Superintendent.** By signing the agreement, you agree to the Anthony Independent School District Key and Alarm Code Guidelines. (See Reverse)

ADMINISTRATOR APPROVAL:

Approval: _____ Title: _____ Date: _____

REQUEST FOR: NEW KEY () LOST/REPLACEMENT KEY () RENEWAL OF AGREEMENT ()
NEW SECURITY ALARM CODE () REPLACEMENT CODE ()

GRAND MASTER KEY #: _____ INITIAL _____ RTN: _____

CAMPUS/SUB MASTER KEY#: _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

BLDG/RM# _____ KEY # _____ INITIAL _____ RTN: _____

SECURITY CODE ISSUED: YES: () NO: () INITIALS _____

Classroom & Gym keys require an expiration date of either the end of the school year or end of the sport's season.

Expiration Date _____

I, _____, do hereby acknowledge **that I have read the Anthony Independent School District Key and Alarm Code Guidelines** and I fully understand and accept the foregoing conditions.

Signed: _____ Date: _____

OFFICE USE ONLY

Date Issued: _____ Verified By: _____ Title: _____

Date Returned: _____ Verified By: _____ Title: _____

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 offices, 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 Erica S. Torres, Maintenance Manager of the Anthony Independent School District.
- Lost passwords must be reported to your supervisor as soon as possible. No passwords will be given over the phone. A request for a new code and password must be submitted immediately
- Your code and password is your responsibility. By signing this agreement, you agree not to give to any other individuals, including friends, staff, teachers, and maintenance department workers your access and password code.
- Persons using their codes 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 authorization codes.
- It is your responsibility to secure the building, remove unauthorized personnel from the building and arm the security system upon leaving the premises.
- You will be held financially responsible for anything that happens in the building while your code was logged in outside of normal operating hours.
- 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.**