

**MIDDLETON SCHOOL DISTRICT #134
POLICY AND PROCEDURE MANUAL
SECTION 9000 – School Facilities**

BUILDING KEY INVENTORY.....PROCEDURE 9004-P1a

To Be Completed by All Employees

Building: _____

Year: _____

List below each key, which you have received from the Middleton School District:

	Printed Names (First & Last)	Signatures*	Key # or Identification	FOR:		Date Key Taken	Date Key Returned
				Building	Room/Door		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							

*I hereby certify that I have received the above key(s) and will be responsible for their safekeeping. Duplication of any school key is not allowed. If any are lost, I will be charged \$25 key to replace it.

If any keys are lost, within 24 hours notify the Building Principal/Supervisor or the District Office.

Return this (signed) sheet to your Building Principal/Supervisor. A copy of this (signed) sheet will be kept on file.

Copies: Employee - Building Principal/Supervisor - District Office - Maintenance Supervisor
 DEVELOPED: 06/14/05 REVISED: 08/08/11