

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

KEY INVENTORY.....PROCEDURE 9004-P1

Name: _____ Building: _____ Year: _____

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

	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					

Signature* _____
Date

*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. It will be placed in your personnel file.

- Copies: Employee
 Building Principal/Supervisor
 District Office
 Maintenance Supervisor