



Grand Prairie Independent School District Key Control Procedures

Attachment D

Grand Prairie Independent School District
Great Grand Master Key/Exterior/Interior Master Key Agreement
(Subject to the total number of keys allowed per campus)

Name: _____

Grand Prairie Independent School District Great Grand Master or Exterior/Interior Master Keys are available for approved administrators while they are employed with GPISD.

- Employees are personally financially responsible for loss of keys issued to them during their employment. Each key has a replacement cost, refer to (**Attachment A**).
- Keys are issued from the Facilities Office and must be returned to the Facilities Office upon separation of employment with GPISD or change of position/campus.
- Great Grand Master Key and Exterior/Interior Master Keys are **NOT** to be borrowed by any other individual. The employee is responsible for the key issued to him or her until it is returned to the Facilities Office and signed back in. If a Great Grand Master Key or Exterior/Interior Master Key is discovered to have been borrowed by a non-authorized individual, the Great Grand Master Key or Exterior/Interior Master Key may be requested to be returned, and the employee may have forfeited their use of a Great Grand Master Key or Exterior/Interior Master Key.
- Keys that are deemed damaged by the Chief of Maintenance and Operations or his or her designee will not be charged a replacement fee but will be replaced at no charge once the damaged key has been returned.

GPISD Great Grand Master Key and Exterior/Interior Master Keys Terms of Use:

- Use the assigned key only as authorized
- **The key is not for personal use**
- Key is **NOT** to be shared, duplicated, or altered
- If the key is lost, report the loss to the Site Key Administrator, Director of Emergency Management, and Chief of Operations immediately
- All keys will be signed for upon checkout and returned immediately upon district request

ACKNOWLEDGEMENT

I acknowledge that the Great Grand Master Key or Exterior/Interior Master Key issued to me during my employment as an administrator of the Grand Prairie Independent School District is specific to the assignment and campus where I am employed. If at any time my assignment changes or upon completion of employment at GPISD, I acknowledge I will return the Great Grand Master Key or Exterior/Interior Master Key to the Facilities Office. Failure to return the Great Grand Master Key or Exterior/Interior Master Key will result in a payroll deduction.

I acknowledge that a Great Grand Master Key or Exterior/Interior Master Key is lost will also incur a charge that will be paid by a personal payroll deduction.

Signature: _____

Date: _____