



Facilities and Capital VENDOR/CONTRACTOR KEY CHECK-OUT FORM

NAME				COMPANY NAME			COMPANY ADDRESS		
TITLE				PHONE			ALTERNATE PHONE		
CAMPUS	BLDG. NO.	ROOM DOOR	KEY SYMBOL	KEY NO.	DATE OUT	SIGNATURE OF RECEIVING EMPLOYEE	DATE RETURNED	STAFF INITIALS	

Authorized Company Representative (Print) _____ Signature _____ Date _____
(Signature indicates that company rep is employed at stated company and is approved to sign for the company.)

District director of Facilities signature _____ Date _____
(Acknowledging receipt and production of key/authorizing for Facilities controlled areas.)

KEY AGREEMENT

I understand that key control is a matter of workplace safety, ensuring building security and minimizing potential for loss or theft of property. As such, I agree to use assigned keys for official Community Colleges of Spokane (CCS) purposes only. I agree to maintain assigned keys in a secure and responsible manner. I will not allow an unauthorized person to use keys assigned to me. I understand that violations of this agreement or administrative procedure 2.30.05-N will be considered cause for disciplinary action under the applicable collective bargaining agreement or WAC 357. I understand that any loss or failure to return an assigned key may make my work unit subject to costs of key replacement and/or rekeying. I agree that upon employment separation, I will return to CCS all keys that have been issued to me. If I fail to return an assigned key, I understand that a \$50 irretrievable key fee per key may be withheld from my final paycheck or leave cash-out.

Company Authorized Employee (Print) _____ Signature _____ Date _____
(Signature indicates that I understand and I am in agreement with the above directives.)

SHADED AREAS FOR FACILITIES USE ONLY			
ISSUED BY	DATE INITIATED		
<input type="checkbox"/> Vendor/Contractor <input type="checkbox"/> Capital Project Contractor: Project # _____			
<i>*Must be renewed annually.</i> _____ Date coverage effective through.			

***Form ccs 1442 must be accompanied by Form ccs 1437.**