

**Key-holder agreement Exhibit ECAA-E-1**

In accordance with Policy ECAA and Regulation ECAA-R the Manager, Maintenance and Safety shall maintain a database identifying all divisional key set holders and school-specific key set holders.

Key-holders must not copy keys.

Key-holders must report lost, stolen, or damaged keys to the Manager, Maintenance and Safety immediately.

Key-holders shall not add any identifiers (school lanyards, nametags etc.) to keys.

Key # \_\_\_\_\_

Key # \_\_\_\_\_

Received by \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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Date returned \_\_\_\_\_

Received by \_\_\_\_\_

**Contractor key use agreement Exhibit ECAA-E-2**

In accordance with Policy ECAA and Regulation ECAA-R the Manager, Maintenance and Safety shall issue a school-specific key set consisting of an exterior key, a school-specific interior master key (if necessary), a vandal alarm box key and alarm codes to contractors for short-term use

Contractors must not copy keys.

Contractors must report lost, stolen, or damaged keys to the Manager, Maintenance and Safety immediately. **A \$500.00 fee will be imposed for each keys set lost or not returned.**

Key ID \_\_\_\_\_

Received by \_\_\_\_\_

Company name \_\_\_\_\_

Phone # \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

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Date returned \_\_\_\_\_

Received by \_\_\_\_\_