



Office of Human Resources

Acceptable Usage of Keys 03/14/2011

You have been given an elevator key to use at _____. Please be aware that you may not make a copy of the key or loan it to anyone else for use. If you lose the key, you must report it immediately to Human Resources. A violation or loss of the key may result in the loss of use of the key. You may also be charged for the cost of replacement and any necessary re-keying.

Print/Sign Name

Date