

KEY CHECK-OUT FOR CONSTRUCTION PROJECTS

PROJECT MANAGER: _____

PROJECT: _____

BUILDING: _____

KEY #: _____

CONSTRUCTION START DATE: _____

CONSTRUCTION COMPLETION DATE: _____

KEY WILL BE GIVEN TO: _____

EXPECTED RETURN DATE: _____

Contractors will be held financially responsible for any actions resulting from loss or misuse of key. This may include but not limited to the following:

- a. Replacement of keys and all cores that the key(s) opens (\$55/core).*
- b. Replacement of stolen or damaged property.*

SIGNATURE: _____

WITNESS: _____

KEY ISSUED ON: _____

RETURNED ON: _____

SIGNATURE: _____

WITNESS: _____