

Key and Building Card Access Request Form

Section 1: Identification

RSD Personnel must take responsibility for keys issued them. Outside door card/ID's are requested and replaced through Central Office. Photos must be scheduled and taken at District Office, 701 Tenth Street, Oakmont, PA 412-828-1800 x4040. Internal door keys are handled by Building Head Custodian. Internal and external access require Principal approval.

Last Name

First Name

Date

School Year

Building

Phone

Email

Position

Section 2: Request Type

Check all that apply:

New Key

New Building Card/ID

Modify Card Access

Transfer to New Building

Damaged Key/Card

Lost Key

Lost Card

Section 3: Building Access

Please select from access options listed below:

JSHS Cafe M-F 5:15am-4pm

TES Auditorium M-S 6am-11:59pm

VES Fulltime M-F 6am-7pm

JSHS Fulltime M-F 6am-7pm

TES Fulltime M-F 6am-7pm

Access to ALL Readers

JSHS M-F 2pm-11:59pm

TES M-F 2pm-11:59pm

ADMIN M-F 6am-7pm

JSHS S&S 2pm-11:59pm

TES S&S 2pm-11:59pm

ADMIN S&S 6am-7pm

JSHS S&S 6am-7pm

TES S&S 6am-7pm

Athletic Coaches - JSHS access doors are Stairwell #7, gym, music room, and cafeteria. TES access is gym lobby and gym doors

Section 4: Submission Instructions

Submission Instructions:

- Email:** Complete the form electronically to Athletic Director if Head Coach request. If not, complete the form electronically and email to your Building Principal and request their electronic signature. **or**
Print: Print the completed form, have it signed by your Building Principal and/or Athletic Director if Head Coach request.
- Photo:** Schedule a photo at Central Office (701 Tenth Street, Oakmont) between 7am-2:30pm daily
- Pick-up:** Building internal keys and Card/ID's will be given to Building Principal for Distribution.

All Key Holder/Authorizers shall read the following:

- Riverview School District issued ID/Access Cards must be approved by Athletic Director and/or Building Principal in advance.
- Ensure you have your key at all times, as **the Custodians are not authorized to open or unlock doors or buildings on your behalf.**
- Ensure the door is locked after exiting the room. Only the assigned key/card holder is allowed access into the building after hours and on weekends. Sharing keys or cards is strictly prohibited. **Do not prop building or room entry doors open at any time.**
- If your electronic key card is lost or stolen, please contact Central Office at x4040, so that it can be removed from the system. Complete new request.

Printed Name Athletic Director

Signature of Athletic Director

Printed Name Principal

Signature of Principal

Date

Section 5: Key Holder Issuance and Acknowledgement of Responsibilities

Print Name of Key Holder upon Original Issuance

Signature of Key Holder (required)

Date