

Key checkout procedures for all contractors and vendors will be handled as such:

Guideline for Key Release

- Prior to receiving keys, all contractors must have completed orientation and have already been issued their annual safety sticker distributed upon completion of orientation.
- Contractors must know the department or area that they will need access to. *Example: The mechanical, electrical rooms located in JPS Main Campus or name of off-site clinic.*
- Keys will only be issued in person from the Contractor Coordinator Office during business hours from 7:00 a.m. to 5:00 p.m. Monday – Friday. All issued keys must be returned by 5:00 p.m. the same day.
- An item must be left with Contractor Coordinator as collateral before a key will be issued. Approved collateral includes: a vehicle key/fob or a house key/fob belonging to the contractor receiving the key. All collateral items will be logged and kept in a secure lock box and will be returned to the contractor upon return of issued key. Failure to provide approved collateral item will result in non-issuance of the key requested.
- Contractors are responsible for the key they are issued. All lost, stolen or damaged keys must be reported to the Contractor Coordinator immediately.
- A \$500 replacement charge will be assessed for each lost/stolen key.
- If a key is damaged, the contractor must immediately return the damaged key to the Contractor Coordinator and a replacement will be issued if it is determined to not have been caused by misuse.

After Hours and Weekend Key Checkout

- A key request form must be completed that includes the need for and describes the scope of work, location and area of where the work will be performed and who their JPS point of contact is for the project. The key request form will be reviewed for approval and requires authorized JPS personnel signature prior to after-hours key issuance.
- Contractor must come in during the business hours of 7:00 a.m. to 5:00 p.m. in order to be provided credentials to the after-hours electronic key access box.
- Keys must be returned back to the electronic key access box upon completion of job.
- Keys must not leave the JPS Main Campus unless having already received approval to be used at a designated JPS off-site clinic per the key request form.
- Keys not returned within 24 hours of issuance will be deemed lost or stolen and a \$500 charge will be assessed.

Emergency Key Checkout

- Emergency issuance of keys will require a JPS Department Lead or JPS Supervisor to call the JPS District Safety team member on call by following on call procedures.
- A temporary pin code will be provided to the contractor for emergency key access to the electronic key access box. This pin code is one time use and will be automatically disabled once the key has been returned to electronic key cabinet.
- Contractors are responsible for any issued key while it is in their possession.
- All keys issued must be returned to the electronic key cabinet immediately upon completion of work performed.
- Keys not returned within 24 hours of issuance will be deemed lost or stolen and a \$500 charge will be assessed.