

Key Card Access Form: Contractors

Grand Erie District School Board
 349 Erie Avenue, Brantford, Ontario, N3T 5V3
 (519) 756-3601
 www.granderie.ca



The Grand Erie District School Board recognizes that contractors require access to sites after-hours or when Facility Services staff is not present. Therefore, responsible contractors will be issued electronic access cards, identification badges and access codes, if necessary for a pre-determined amount of time.

Contractors who are granted electronic access must complete our Key Access Card form and provide a refundable deposit. A \$20.00 refundable deposit will be collected per electronic key access card requiring access to one or multiple sites. A \$50.00 refundable deposit will be collected per master electronic key access card (all sites). Only cash deposits will be accepted. The companies are responsible for opening and closing the school and for ensuring the site's security system is properly armed and disarmed.

Electronic key access cards, identification badges and access codes are to be returned to Facility Services at the end of their service contract. If future contracts are made with the contractor, the same electronic key access cards, identification badges and access codes may be provided to the company with the required refundable deposit.

The Board reserves the right to refuse future requests for electronic access if sufficient responsibility has not been demonstrated. Contractors who do not return their electronic access cards, identification badges and access codes at the end of their contract will lose their deposit. Lost or broken cards will result in the loss of their deposit and can be replaced with an additional deposit. Further loss will result in termination of access.

Please consult the Board's Building and Security Access Procedure FT116 located on the Board's website.

If you require additional information or clarification, please contact Facility Services:
 349 Erie Avenue, Brantford, Ontario. (519) 756-6301 or toll free 1-888-548-8878

Work Order #:			
Date(s):		Site(s):	
Name:			Contact Number:
Company:			
Address:			
City, Province			
		Alternative #:	

For internal use only:

Key #:	
Deposit:	
Name (Print):	
Signature:	
Date Returned:	
Refund:	
Name (Print):	
Signature:	