Missing Key Report

Safety & Emergency Management

Frederick County Public Schools
191 South East Street
Frederick, Maryland 21701

Form #071-F01
July 2023

Clear Form

EMPLOYEE SECTION: *(Please print legibly)*

1. Employee name _____ Department_____ Ext._____

2. Key(s) that is missing: Building _____ Room/Area _____

   Building _____ Room/Area _____

3. Date key(s) was discovered missing? _____

4. Missing key first reported to? _____ Title _____ Date _____

5. Was key(s) lost, stolen or misplaced? _____ Where? _____

6. What steps have been taken to locate the missing key(s)?

   _____

7. Do you request the key(s) to be re-issued? _____

8. Reported to police? _____ Case # _____

   Employee Signature _____ Date: _____

Please return this form to the Building Administrator ASAP

BUILDING ADMINISTRATOR SECTION *(Please print legibly)*

1. Building Administrator Name: _____ Dept. _____ Ext. _____

2. Date loss was reported to Building Administrator: _____

3. I.D. number(s) for missing key(s) _____

4. Key(s) signed for by: _____

5. Recommended steps to address the security concern(s) of the building(s) affected by the

   lost key(s) and why: _____

   _____

6. Should key(s) be re-issued?_____

   Building Administrator Signature: _____ Date: _____