

**Please print and fill out the form – fax or carry to  
Maintenance and Operations**



**Maintenance  
and Operations**

1369 Airport Blvd.  
Aurora, CO 80011

Phone  
303-367-3000

FAX  
303-326-1951

[www.aps.k12.co.us](http://www.aps.k12.co.us)

Date: \_\_\_\_\_

Requesting ASSA Key for \_\_\_\_\_

Key(s) \_\_\_\_\_  
list all keys

I understand that this key(s) will be returned when the project is completed to one of the individuals listed below.

If a key is lost or misplaced I will contact Aurora Public Schools security immediately, at 303-367-3060, and report it to the individual who released the key to me. I take full responsibility for the keys while in my possession and I will be responsible for the cost of re-keying all affected locks.

\_\_\_\_\_  
(name) (signature)

\_\_\_\_\_  
(company and job title) (contact number)

You must call the Aurora Public Schools Security Office at **303-367-3060** any time you disarm or arm the building security system. Any time you enter a building that is already disarmed you must report your presence to the front office or custodian. If this is not possible, contact the Security office to report your presence and intended activity.

**Key(s) returned on:** \_\_\_\_\_  
(date) (signature)

Regina Springli  
Administrative Assistant  
303-367-3000 ext. 28642

Jodi Anderson  
Secretary  
303-367-3000 ext. 28662

Aaron Sanchez  
Dispatcher  
303-367-3000 ext. 28612

Annette McGhee  
Secretary  
303-367-3000 ext. 28605