



# TUCSON UNIFIED SCHOOL DISTRICT

1010 E 10<sup>TH</sup> Street, Tucson, AZ 85719  
Phone 520-225-6000

## Key Control Program Contractor Key Replacement Fees

CONTRACTOR SET: \_\_\_\_\_ AUTHORIZING PARTY: \_\_\_\_\_

TUSD DEPARTMENT: \_\_\_\_\_ PROJECT NUMBER: \_\_\_\_\_ PROJECT MANAGER: \_\_\_\_\_

BASED ON ACCESS REQUIREMENTS FOR THE ABOVE PROJECT, THE UNDERSIGNED ASSUMES FULL RESPONSIBILITY FOR KEY(S) LOANED AND AGREES TO:

1. Assign a designated person to provide access at the beginning of each work day.
2. Assign a designated person to secure the campus at the completion of each work day.
3. Provide the name(s) and phone number(s) of said designee(s) to the district project manager.
4. Protect the security of all keys and will not duplicate.
5. Reimburse Tucson School District to re-key the campus due to lost or stolen keys. There is a graduated cost to re-key a campus due to lost or stolen keys. It is as follows:
  - A cost of \$7,000.00 for an Elementary School site.
  - A cost of \$10,000.00 for a Middle School site.
  - A cost of \$15,000.00 for a High School or Administrative site.
6. All keys must be returned with the closeouts or upon substantial completion. If keys are not returned by the deadline, they will be treated as missing and the applicable fines will be imposed and deducted from final payment.

\_\_\_\_\_  
CONTRACTOR NAME

\_\_\_\_\_  
KEYS RECEIVED BY COMPANY REPRESENTATIVE

\_\_\_\_\_  
KEYS ISSUED ON DATE

\_\_\_\_\_  
KEYS ISSUED BY

KEY NUMBERS ISSUED: \_\_\_\_\_



**Department of School Safety**  
606 S Plumer, Tucson, AZ 85719  
Phone 520-584-7676 Fax 520-225-4746

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ECA-E2

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