



Maintenance and Operations
1369 Airport Boulevard
Aurora, CO 80011
Phone: 303-367-3000
FAX: 303-326-1951
www.aurorak12.org

**Please print and fill out the form – fax or carry to
Maintenance and Operations. Thank You!**

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 rekeying 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)

I, _____, assigned the keys listed above.
(APS Employee)

Laura Wamsley
M & O Specialist
303-367-3000 ext. 28668

Julie Rapone
M & O Specialist
303-367-3000 ext. 28662

Karlina Guillermo
M & O Specialist
303-367-3000 ext. 28612

Annette McGhee
M & O Specialist
303-367-3000 ext. 28605