



Civic Center Shower Key Log

Instructions: Complete this form and interoffice the completed form to **Public Works Building Maintenance**. Building Maintenance will contact you directly when the key is ready and will confirm delivery method. Call 415-473-6576 if you have any questions.

County Employee Name _____ Extension _____

By checking the boxes below I understand that in using a County key to carry out my assigned duties:

- I will not loan nor give the key or keys to another person;*
- In accordance with the provisions of Penal Code §469, I will not cause to have made a duplicate copy of a key or keys;*
- When entering or exiting County offices or other secure/restricted areas, I will not allow any unauthorized person(s) access to those areas;*
- Should I lose possession of any County key(s), I will immediately notify the Department of Public Works regarding the circumstances of the missing key(s). Upon notification and Departmental review of the circumstances, a replacement key may be issued.*

Print Name _____ Signature _____

County Employee ID # _____

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Date Key Issued _____ Expected Date of Return _____

Above listed key(s) returned on _____ and received by:

Print Name _____ Signature _____