



NEW BRUNSWICK BOARD OF EDUCATION
DEPARTMENT OF BUILDINGS & GROUNDS

268 Baldwin Street - P.O. Box 2683
NEW BRUNSWICK, NEW JERSEY 08901
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Prepare • Empower • Inspire

AUBREY A. JOHNSON, Ed.D.
Superintendent of Schools

FRANK J. LODOLCE, RA
Director of Facility Design & Construction

FRANK J. HESS
Manager of Buildings & Grounds

TO: All District Key Holders
FROM: Frank J. Hess
Manager of Buildings & Grounds
DATE: June 16, 2021
RE: Key Assignments/Key Replacement

In order to promote the effective security of each room in the District, it is important that each key that is distributed is accounted for. This year, when you receive your key you will be responsible to sign for the key. If your key is lost you will be responsible to pay a \$25.00 per key replacement fee (check should be made payable to the New Brunswick Board of Education). This fee will be waived if your key is stolen AND a copy of the police report is attached.

At the end of the school year, you will be responsible to make sure that the key that you were assigned is turned in to your building Principal. If the key is not returned, you will be charged the \$25.00 per key replacement fee.

School/Location: _____

Check and Complete for New Key Assignment:

I, _____, have received key # _____ for room # _____ at school/location _____.

Check and Complete for Key Replacement:

I, _____, need replacement key # _____ for room # _____ at school/location _____.

This request is accompanied by a \$25.00 replacement fee for a lost key.

I have read and understand the above statement.

Printed Name: _____

Signature: _____

Date: _____

Secretaries/Principals: Please return all completed forms to the Buildings & Grounds Department.