



NEW BRUNSWICK BOARD OF EDUCATION
DEPARTMENT OF BUILDINGS & GROUNDS

268 Baldwin Street - P.O. Box 2683
NEW BRUNSWICK, NEW JERSEY 08901
OFFICE: (732) 745-5300 EXT. 5439 / FAX: (732) 937-7586

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: Surrendering of Keys

This form should be submitted for a single individual. If the individual has been assigned multiple keys, complete one line for each key surrendered.

I, _____, surrender:

PRINT FIRST and LAST NAME

Key # _____ for room # _____ at school/location _____.

Key # _____ for room # _____ at school/location _____.

Key # _____ for room # _____ at school/location _____.

Key # _____ for room # _____ at school/location _____.

Key # _____ for room # _____ at school/location _____.

Signature: _____

Date: _____

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