



SWARTZ CREEK COMMUNITY SCHOOLS
BUILDING ACCESS APPLICATION AND POLICY



To Obtain Access:

1. Please request *hard keys, a swipe card, or an access code* by first filling out the key request form and printing it. This form can be accessed from www.swartzcreek.org and clicking on the **School Dude** icon. Please send the completed form to the maintenance department.
2. Then submit a request via School Dude (please contact your administrator for the password.) Whoever the individual receiving the *hard key, swipe card, or access code*, needs to be the one to submit the request via **School Dude** which is the districts online work order system. This is how we track a key back to an individual and save paper.
3. When approval has been completed (receipt of key request form and School Dude) the maintenance department will contact you through email. At that time you can pick up your *hard key, swipe card, or access code*.
4. By accepting your *hard key, swipe card, or access code* you acknowledge and agree that if your hard key and/or swipe card is lost or stolen, you are responsible for the following fees depending on which one or more you received:
 - a. Replacement of hard key- \$10
 - b. Replacement of swipe card- \$25
 - c. Replacement of green security ring- \$25
5. Loaning of a *hard key, swipe card, or access code* is strictly prohibited.
6. All keys must be returned at the end of your employment to your building administrator.