



**G R A C E H O U S E**  
ministries, inc.  
*giving hope to girls in foster care*

## Key Assignment Form

The following keys have been distributed to me. I assume full responsibility of these keys and understand that they must be returned to Grace House ministries upon my resignation or release from Grace House Ministries, Inc. within 24 hours. There will be a \$75.00 charge if keys/ doorknob and door plate needs to be replaced.

### Grace House #1/Admin(4911 Farrell Ave):

1. Front Door/ Back Door
2. Pamela
3. Social Services
4. Education/TLP Office
5. Education Storage
6. Development Storage
7. Computer Lab
8. Fire Alarm Box
9. Upstairs Air Box

### Grace House #2(4917 Farrell Ave)

1. Front Door
2. Back Door
3. House Parent Office/Basement(indoor)
4. House Parent Bedroom
5. Weekend House Parent Bedroom
6. Counseling Room
7. Pantry
8. Storage Closet

### 9. Cleaning Closet

10. Air Box

### Grace House #3(615 43<sup>rd</sup> Street)

1. Front Door/ Back Door
2. House Parent Office
3. House Parent Bedroom (downstairs)
4. Weekend House Parent Bedroom
5. Computer Lab
6. Pantry
7. Fire Alarm
8. Air Box
9. Mama Lois Office

### TLP House

1. Front Door
2. Back Door
3. Transitional Living Coord Room
4. Front Room
5. Middle Room
6. Back Room

Signature \_\_\_\_\_

Date \_\_\_\_\_