



IGC
INFINITY GROUP
CONSTRUCTION

KEY AGREEMENT & ACCESS CODES

***PLEASE COMPLETE THE BELOW FORM ***

(By completing this form, you agree to all standards listed)

DATE:	November 22, 2021
STORE NUMBER(S):	
STORE ADDRESS:	555 6th St.
COMPANY NAME:	Grease Ducks Ltd.,
EMPLOYEE NAME:	Alex Collins
DATE OF KEY RETURN	
SIGNATURE:	

DO NOT ALLOW CUSTOMERS OR PARTNERS INTO THE STORE IF YOU ARE THE KEYHOLDER

ALARM PANEL PROCEDURE

NORMAL ALARM PANEL	ENTERING THE STORE 1313 *PRESS*OFF EXITING THE STORE 1313 *PRESS*AWAY.
ALTERNATE ALARM PANEL	ENTERING THE STORE <F4> 1313 <ENTER> EXITING THE STORE <F3> 1313 <ENT><ENT>

- IF STORE PARTNERS ARE IN THE STORE FOR WHATEVER REASON AT THE TIME OF CLEANING AND THE DOOR IS LOCKED DO NOT USE YOUR KEY TO ENTER THE BUILDING. YOU MUST CALL THEM AND GAIN ACCESS EX. THE STORE PARTNERS MAY HAVE SAFE OPEN DOING A DEPOSIT
- IF FOR ANY REASON THE ALARM CODE DOES NOT WORK THE ALARM WILL SOUND. IF IT DOES THE PHONE WILL RING. PLEASE GIVE THE SECURITY COMPANY YOUR NAME, THE COMPANY (FIRST CHOICE MAINTENANCE) AND APPROXIMATE TIME NEEDED TO FINISH YOUR JOB. EMAIL US AND LET US KNOW WHAT HAPPENED.
- PLEASE ENSURE THE DOOR IS KEPT LOCKED AT ALL TIMES WHILE WORKING ONSITE
- PLEASE CLEAN UP AFTER YOURSELF. LEAVE THE STORE IN THE CONDITION YOU FOUND IT.
- REMEMBER WHAT LIGHTS ARE TURNED OFF/ON AND LEAVE THEM THE SAME UPON DEPARTURE
- PLEASE IMMEDIATELY REPORT IF YOU FIND ANY DAMAGE CAUSED DIRECTLY OR INDIRECTLY AT THE TIME OF CLEANING
- REPORT ANY CONCERN YOU FEEL NEEDS TO BE ADDRESSED AS SOON AS POSSIBLE EX. GREASE TRAP GASKET IS DAMAGED AND NEEDS REPAIR
- IF THERE ARE ANY ISSUES PLEASE CALL 416-822-9438. LET THE OPERATOR KNOW YOUR NAME PHONE NUMBER AND THE LOCATION YOU ARE CALLING FROM.
- THESE KEYS ARE PROPERTY OF INFINITY GROUP CONSTRUCTION AND RETURN MAY BE REQUESTED AT ANYTIME
- IF KEYS ARE NO LONGER NEEDED PLEASE SEND BACK TO THE ADDRESS BELOW:
phone: 905 336 0433 | 5450 Mainway Drive, Burlington, Ont L7L 6A4 | www.infinitygroupconstruction.com