



KEYS

H07.00
Revised
JUL 1995
Page 1 of 5

PROCEDURE

Introduction

The Principal is the manager of the building and is responsible for the overall security of the building including the overseeing of a key control system and the security of the building during non-school hours. The Custodial Services Section of the Facilities Department will provide staffing and technical support to accomplish this responsibility. The objectives for providing controlled access are:

1. To ensure maximum protection of all District property and facilities.
2. To minimize possibilities of theft, vandalism, and loss of materials and equipment.
3. To involve staff members in the responsibility of accounting for District keys that they have received.
4. To eliminate unnecessary costs for replacing lost or misplaced keys.

Procedure

1. The Principal or Building Manager is assigned authorization authority to issue keys to staff members in accordance with established procedures listed below.
2. Special assignment of keys, where required, may be authorized by the Director of Facilities or Manager of Security.
3. Keys are issued for entry to District buildings for the purpose of conducting District business only.
4. All keys issued remain the property of the District and it is the responsibility of the Principal or Building Manager to ensure that all keys shall be returned under one or more of the following conditions:
 - a) upon termination of employment
 - b) upon transfer to another building
 - c) upon the request of the issuing authority
 - d) upon the end of the school year for staff members who do not have assigned school responsibilities during the interim period.



KEYS

H07.00
Revised
JUL 1995
Page 2 of 5

5. Under no circumstance is a key to be transferred from one individual to another, or to be obtained from any source other than from the District locksmith. When any transfer or duplication of a key is made or used without District consent, the key shall be recovered and the individual(s) involved reported to the Manager of Security for appropriate action.

Procedure

The Principal or Building Manager will designate the Custodian Engineer assigned to the building as custodian of the keys. The Custodian Engineer will be responsible for the distribution and recording of all keys required for the proper operation of the building. An Individual Key Record form* will be completed for each staff member issued keys.

1. Authorization for Issuance of Keys - The Custodian Engineer will issue all keys as directed by the Principal or Building Manager in accordance with District procedure.
 - a. Master Log - All keys issued must be signed for and the Custodian Engineer will maintain a master record of issued keys.
 - b. Inside or Outside Master Keys - The Principal or Program Manager and the Head Custodian may be assigned master keys based on access needs. The issuance of master keys to other individuals, either District employees or others, must have written approval from the Director of the Facilities or the Manager of Security.
 - c. Sub-Master Keys - These are keys to a specified group of rooms or areas, and may be issued to Department Heads in accordance with instruction from the Principal or Program Manager.
 - d. Individual Room Keys - Staff members will be issued keys to offices, classrooms and assigned areas as needed upon authorization of the Principal or Building Manager.
 - 1) Teachers shall be provided with a room key when rooms are equipped with an approved classroom lock.
 - 2) Keys will be issued to teachers for all lockable areas under their jurisdiction.
 - 3) If a teacher leaves during the semester, the key(s) shall be returned to the Custodian Engineer and a clearance slip issued. Pay warrant will not be issued until this is accomplished.



KEYS

H07.00
Revised
JUL 1995
Page 3 of 5

- e. Specific Exterior or Interior Doors - The School Principal or Program Manager may authorize a temporary issuance of this type of key to a staff member.
- f. Kitchen Storerooms - Possession of the keys to this room is limited to the Lunchroom Manager, Custodian Engineer and the Principal or Program Manager.
- g. Custodial Storerooms - Possession of keys to this room is limited to the custodial staff, and the Principal or Program manager.
- h. Book! A V/General Storerooms - Possession of keys to these rooms is limited to the Principal, Program Manager, Custodian Engineer and employees authorized to use these areas.
- i. Street Lockers
 - 1) Keyed Locks - Each student will be issued one key to the assigned locker at no charge. At the end of the school year, or whenever the student transfers from the school, the key must be returned to the Custodian Engineer.
 - 2) Combination- Type Locks - The majority of Secondary buildings have street lockers equipped with either a permanently installed combination type lock or combination padlock. Combinations are issued to the assigned students by the Custodian Engineer.
- j. Gymnasium Lockers
 - 1) Supervised Basket Room System - Each student is issued a gymnasium basket at the beginning of class. For dressing purposes, the student uses a locker equipped with a combination-type padlock; or, a supervisor (a student monitor) has a master key provided to the Physical Education Department by the Custodian Engineer.
 - 2) Unsupervised Basket Room System - Each student has access to the basket room area and is issued a combination-type padlock for his or her basket in the basket room area; it may also be used for his or her locker during the gym period.



KEYS

H07.00
Revised
JUL 1995
Page 4 of 5

- k. Exterior Security Door - All District buildings will have one exterior door that is keyed for use by Security and Facilities personnel only. The installation of a security lock box containing building keys may be mounted on the interior of this door. The Facilities Custodial Area Supervisors will be responsible to maintain the keys stored in this unit. The issuing of keys to the security door will be determined by the Manager of Security.
2. Substitute or Temporary Employees - Substitute or temporary staff members will be issued keys as required, subject to appropriate approvals. All such key holders will be assigned a return date for the keys and will be responsible for the safekeeping and return of the keys by that date.
3. Lost Keys - The loss or theft of any key is to be reported immediately to the Principal or Building Manager, and the Custodian Engineer, who in turn will notify the Manager of Security and Custodial Area Supervisor.
 - a. When any key loss is noted a charge will be levied at the rate of ten dollars for a regular key, twenty-five dollars for a sub-master key, and fifty dollars for a master key.
 - b. If re-keying is required due to lost keys, the person responsible for losing the key(s) will be responsible for the expense of re-keying.
4. Duplicate Keys - The District Locksmith is the only person authorized to issue a District-made duplicate key.
 - a. Duplication of keys by an outside locksmith is a direct and serious violation of School District procedure.
 - b. Any discovery of duplication of keys requires notification to the Manager of Security.
 - c. A Master Key Request Form* must be completed and submitted for approval to the Director of Facilities and Manager of Security prior to the duplication of any master key.



KEYS

H07.00
Revised
JUL 1995
Page 5 of 5

5. Annual Accounting - Annually the Principal or Building Manager will review the needs and responsibility of staff members who have been issued keys. When in their estimation the person no longer needs access to the building or if the holder has abused the privilege of using the key, it shall be recalled. Staff members who do not have assigned school responsibilities during the interim period between school years, or during the school *year*, must return all keys to the Custodian Engineer and be issued *return receipt*.

*Individual Key Record forms and Master Key Request forms should be available in the Custodian's office.