

	<p>KEYS</p>	<p>Policy No. 6805</p> <p>July 6, 2016</p> <p>Page 1 of 5</p>
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Introduction

The Principal is the manager of the building and is responsible for the overall security of the building. The Director of Facility Operations is responsible for the overseeing of a key control system. The Custodial Services Section of the Facilities Department will provide staffing and technical support to accomplish this responsibility. Although the Director of Facility Operations has final decision-making authority over the issuing of keys, the Principal or Building Manager is responsible for ensuring the controlled access to the building and complying with this policy.

The objectives for providing controlled access are:

1. To ensure maximum protection of all District staff, students, 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; and
4. To eliminate unnecessary costs for replacing lost or misplaced keys.

Responsibilities

1. The Director of Facility Operations is authorized to delegate authority to the Principal or Building Manager to issue keys to staff members within their building in accordance with established procedures listed below.
2. The Custodian Engineer assigned to the building is designated 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, as outlined below.
3. Special assignment of keys, where required, may be authorized by the

Director of Facilities or Manager of Security.

4. Staff with issued keys are responsible for adhering to this policy, including providing advance notice to the Custodial staff (via Custodial cell phone) before accessing the building for non-permit (i.e. building use permit) use during off-hours (5pm – 6am) and during school break periods.
5. All keys issued remain the property of the District. 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; and
 - d) upon the end of the school year for staff members who do not have assigned school responsibilities during the interim period.
6. 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 by the Custodial Engineer. Substitute or temporary staff members will be responsible for the safekeeping and return of the keys by the end of that assignment.
7. 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 by the Director of Facilities Operations for appropriate action.

Procedure

1. Authorization for Issuance of Keys - The Custodian Engineer will issue all keys as requested by the Principal or Building Manager in accordance with District procedure. The Director of Facility Operations has final decision-making authority over the issuing of keys, including the authority to approve or revoke key access.
 - a) Basis for Authorization - Keys are issued for entry to District buildings for the purpose of conducting District business only.
 - b) Master Log – An Individual Key Record form* shall be completed by both the staff member and Custodian Engineer for each staff member issued keys. All keys issued must be signed for by the staff issued the key. The Custodian Engineer will maintain a master record of issued keys (“Master Log”).
 - c) Inside or Outside Master Keys and Sub Masters Allowing Building Access - The Principal or Building 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 Facilities or the Manager of Security.
- d) Sub-Master Keys - These are keys to a specified group of rooms or areas, and may be issued to staff in accordance with instruction from the Principal or Building Manager.
 - e) 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. Testing materials, and other sensitive information, should be locked, and keys that provide access to these will be limited to those who have an educational need or obligation to provide oversight and accountability.
 - 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.
 - f) Specific Exterior or Interior Doors - The School Principal or Building Manager may authorize a temporary issuance of this type of key to a staff member.
 - g) Kitchen Storerooms - Possession of the keys to this room is limited to the Lunchroom Manager, Custodian Engineer and the Principal or Building Manager.
 - h) Custodial Storerooms - Possession of keys to this room is limited to the custodial staff, and the Principal or Building Manager.
 - i) Book, AV/General Storerooms - Possession of keys to these rooms is limited to the Principal, Building Manager, Custodian Engineer, and employees authorized to use these areas.
 - j) 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.
 - k) 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.

- 1) 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 for maintaining the keys stored in this unit. The issuing of keys to the security door will be determined by the Manager of Security.
2. Required Notice During Non-School Hours: If returning to the building to conduct District business during non-permit, off-hours (5pm –6am) or during school break periods, staff must provide advance notice to the Custodial Staff via the Custodial cell phone prior to entering the building.
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) Electronic key cards will be disabled immediately.
 - b) 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.
 - c) 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 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.
5. Annual Accounting –
 - a) The Custodian Engineer will maintain an updated Master Log.
 - b) As needed, but at least once annually, the Principal or Building Manager will review the Key Log, including the Master Log, and the needs and responsibility of staff members who have been issued keys. When in their estimation the person no longer needs access or needs have changed or if the holder has abused the privilege of using the key, it shall be recalled.
 - c) 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 a *return receipt*.
 - d) Each June, prior to school ending, the Custodial Engineer and Principal or Building Manager will review the Master Log to ensure all keys are accounted for and only those staff members who have assigned school

responsibilities during the interim period are issued keys.

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

Adopted: February 2012

Revised: July 2016

Cross Reference:

Related Superintendent Procedure:

Previous Policies: HO7.00

Legal References:

Management Resources: