

## **BUILDING SECURITY**

### **Background**

Control of access to District buildings through the distribution and tracking of keys is essential to the maintenance of security of District property. The procedures below provide for the administration of keys to District buildings.

### **Procedures**

#### **1. School Staff**

1.1. The Principal is responsible for the distribution and recording of all school keys in accordance with this Administrative Procedure. Under no circumstances are keys to be duplicated or allowed out of the possession of the person to whom they were issued. Keys will only be issued to District employees, except under exceptional circumstances and only for short periods of time with records being filed at the school by the Principal and retained upon return of keys.

#### **1.2. Master Keys**

1.2.1. Master keys are to be entrusted to the Principal, who will ensure that a record is kept of their distribution. Four school master keys will be issued to each school.

#### **1.3. Exterior Door Keys**

1.3.1. All exterior doors in a particular school are keyed alike. Exterior door keys may be signed out to staff members. A record must be kept of keys issued.

#### **1.4. Group Keys**

1.4.1. Larger schools may have a further separate keying of instructional groups; e.g., physical education, science, shops, or commercial. These group master keys may be issued to selected staff on a school-year basis. A record must be kept of distribution. All group master keys must be collected at the end of each school year and re-distributed at the beginning of each school year.

#### **1.5. Lock-ups/Classroom Storage Areas**

1.5.1. Keys to these areas may be issued to individual teachers on a school-year basis and must be collected at the end of each school year.

#### **1.6. Portable Classrooms**

1.6.1. At each school site all portable classrooms will be keyed alike and will be accessible with the school master key. All portable classrooms are to be locked when not occupied.

#### **1.7. All Other Door Keys**

1.7.1. All school keys other than master keys and exterior door keys are to be kept in a marked key box in a secured area, accessible only to the Principal. Keys

from this box must not be taken from the school. Keys from this box may be issued to staff members by the Principal.

#### 1.8. Lost Keys

1.8.1. Lost keys must be reported immediately to the Principal, who will in turn report the loss to the Director of Operations.

#### 1.9. Unauthorized Entry

1.9.1. Individuals to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.

1.9.2. Costs incurred by the District resulting from unauthorized or improper entry to facilities during non-instructional periods may be charged to the school.

### 2. Maintenance and Custodial Staff

2.1. All regular maintenance employees will be issued grand master and District gate keys by the Director of Operations, who will ensure that a record is kept of keys issued.

2.2. Continuing temporary maintenance employees may be issued grand master and/or gate keys if necessary for the performance of their duties. Any keys issued to these employees will be returned on completion of their temporary assignment.

2.3. Temporary maintenance employees will not be issued grand master keys except under special circumstances.

2.4. All regular custodians and janitors will be issued a master key to the school at which they work by the Director of Operations. The Custodial Supervisor will keep a record of all keys issued to custodians and janitors.

2.5. Temporary janitors will be issued a school master key for the period of their employment at that school. At the end of their assignment at a school they must return their master key to the Custodial Supervisor.

#### 2.6. Lost Keys

2.6.1. Lost keys must be reported immediately to the Director of Operations or to the Custodial Supervisor.

#### 2.7. Unauthorized Entry

2.7.1. Maintenance and custodial employees to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.

### 3. District Office Staff

3.1. Senior management and excluded staff will be issued grand master and District gate keys. The Director of Operations will keep a record of keys issued.

3.2. All other District office employees will be issued a master key to the building on a per use basis, if required.

#### 3.3. Lost Keys

3.3.1. Lost keys must be reported immediately to the Director of Operations.

### 3.4. Unauthorized Entry

3.4.1. District office employees to whom keys are issued will be held fully responsible for unauthorized or improper use of keys.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Fire Services Act  
Occupational Health and Safety Regulation  
National Building Code  
National Fire Code

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