

CONTROLLED ACCESS TO DISTRICT BUILDINGS

Background

The District wishes to control the issuance of building keys, access devices and access codes to help protect the extensive investment in assets owned by the District. Keys and access devices are only to be distributed on an as needed basis.

The issuance of keys, access devices and access codes is under the control of the Assistant Director of Operations or designate. Under no circumstances are District keys to be duplicated by keyholders.

Authority to distribute keys only within a school is delegated to the Principal.

Procedures

1. The Principal/Building Manager shall sign for keys for their site. The Principal Shall maintain a record of all keys issued and in their possession. The Principal shall confirm the inventory to the Assistant Director of Operations at least once annually in June.
2. When the Principal is no longer assigned to the school, they shall ensure a full inventory list of keys is completed, retained at the school and forwarded to the Assistant Director of Operations.
3. A zonal key group system shall be implemented and maintained at each building. Interior zone master keys may be provided at the request of the Principal/Building Manager on a work request.
4. The Principal or designate shall:
 - 4.1 control the issue of keys in their school and maintain a record of persons to whom keys are issued. Any additional keys that may be required must be ordered from the Maintenance Department.
 - 4.2 determine the number of interior and zone master keys for the school and exercise discretion in issuing interior masters, keeping in mind that over-issue will nullify the zonal system and create excessive cost if re-keying becomes necessary. This cost will be charged to the school.
5. Change of locks may only be authorized by the Assistant Director of Operations.
6. Keys shall only be duplicated on the written order of the Assistant Director of Operations to the District locksmith.
7. Lost keys or access devices must be reported immediately to the Assistant Director of

Operations.

8. A record of grand masters issued to each staff member shall be kept by the Assistant Director of Operations. grand masters will only be issued on a very limited basis and require the approval of the Assistant Director of Operations.
9. A staff member must sign upon the receipt of a grand master. Grand master keys are not to be transferred to a different staff member. Grand masters must be returned to the Assistant Director of Operations. This staff member must sign for and obtain the key at the District Maintenance Shop and surrender the key when required to do so.
10. The Assistant Director of Operations shall designate staff members to be issued with grand master keys and arrange the issue of an employee security identification number with the Facilities Secretary.
11. A request for a District Office key fob must come from a DLT member on behalf of one of his/her direct reports. The issuance of keys/access devices and access codes for the District Office, shall be at the discretion of the Executive Director, Facilities and Planning Services in consultations with the Assistant Secretary Treasurer – Corporate and Financial Services and the appropriate DLT member making the request.

Reference: Section 65, 85, School Act

Last reviewed: June 2023