



## Administrative Procedure 543

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### SCHOOL SECURITY-KEY CONTROL

#### Background

The purpose of this administrative procedure is to maintain the security of District buildings and their contents, and to establish responsibility for key control within the District. The District wishes to control the issuance of building keys and/or access codes to help protect the extensive investment in assets owned by the District, and to prevent unauthorized entry into District premises. This administrative procedure provides procedures covering key control, access after hours and entry to restricted areas.

#### Procedures

1. The Manager of Facilities, Maintenance and Security may issue keys for school and District buildings, and then only to the facility administrator.
2. The facility administrator is responsible for ensuring that these control procedures are established and followed:
  - 2.1. Requests for keys shall be in writing to the Manager of Facilities, Maintenance and Security. The Manager of Facilities, Maintenance and Security will maintain a key inventory and keys will be recorded upon written acceptance by the end user using the Key Issue Signature Form (Form 543-1).
  - 2.2. The facility administrator is to maintain current inventory forms for all school personnel who have been issued keys on the approved individual's Key Inventory Form (Form 543-2).
  - 2.3. The facility administrator shall 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. The cost will be charged to the school.
  - 2.4. Each staff member to whom keys have been issued by the facility administrator is to be informed of the following:
    - 2.4.1. Keys are for that staff member's personal use.
    - 2.4.2. The lending to others or the duplication of keys is forbidden under any circumstances.
    - 2.4.3. Loss of any District key must be reported immediately to the facility administrator.
  - 2.5. Anyone who knows that keys have been issued to an unauthorized person is to report it to the facility administrator who will advise the Manager of Facilities, Maintenance

and Security. Appropriate action will be taken to ensure that the security of the building is maintained.

- 2.6. The facility administrator, on receiving a report of lost keys, will immediately notify the Manager of Facilities, Maintenance and Security in writing by completing the Lost Key(s) Report form (Form 543-3).
- 2.7. The facility administrator will retrieve all keys when an employee terminates employment, or when an employee is on extended leave.
- 2.8. Employees authorized to enter schools, facilities and restricted areas after hours will be limited to personnel who have obvious need to enter – that is, administrators, teachers, maintenance personnel, custodians and authorized representatives of organizations with whom the District has entered into formal agreement for the use of its facilities.
- 2.9. Restricted areas are defined as areas that meet any or all of the following conditions:
  - 2.9.1. Pose a potential safety hazard.
  - 2.9.2. House special equipment or information.
  - 2.9.3. House confidential information or records, including private offices.
  - 2.9.4. Are used to store supplies, equipment or records.
3. Entry into restricted areas is limited to personnel directly involved with the supervision, operation or maintenance of the equipment or area. All other personnel are prohibited from entry without the express permission of the facility administrator or the Secretary-Treasurer.
4. Procedures relating to this Administrative Procedure may be changed with the approval of the Superintendent.
  - 4.1. Keys are Non-Transferable – Holders of keys must contact the facility administrator prior to leaving a school or other location to arrange for return of keys.
  - 4.2. Keys for Schools – These keys will only be issued to the facility administrator. All keys must be signed out and in.
  - 4.3. Keys for District Administration Building – These keys will be issued only on the authority of the Secretary-Treasurer.
  - 4.4. Keys for the Facilities Building – These keys will be issued to and signed for by the Manager of Facilities, Maintenance and Security.
  - 4.5. Keys for Custodians and Maintenance Personnel – These keys will be issued and signed for by Facilities Department Supervisors, as authorized by the Manager of Facilities, Maintenance and Security.
  - 4.6. Keys for Rentals – No keys are issued for rentals. Arrangements for building access are made at time of booking and supplied by custodial services or the Facilities office staff.
  - 4.7. Lost Keys – Lost keys must be reported immediately to the facilities administrator and confirmed in writing regarding the details around the loss.
    - 4.7.1. The re-keying involved when keys are lost can be quite costly in terms of both time and money. The responsible school or user will be charged to duplicate each key and to re-key each lock.

- 4.8. District Grand Master – For security reasons, the issuance of these keys will be strictly limited. Issuance must be authorized by the Secretary-Treasurer.
- 4.9. Exterior Master Keys or School Master Keys – These keys are issued to the Principal upon written request with approval of the Manager of Facilities, Information and Security.
- 4.10. Interior Master Keys – These keys are issued to the Principal upon written request with the approval of the appropriate Manager of Facilities, Information and Security.
- 4.11. Main Door Fobs/Alarm Security Codes – These are issued to the Principal upon written request and with the approval of the appropriate Manager of Facilities, Information and Security. All keys will be re-issued at the discretion of the Principal, who is solely responsible for ensuring that the teaching and clerical staff assigned to the school keep the school secure.
- 4.12. Zone Keys – These keys are re-issued at the Principal's discretion.
5. The District grand master key will not be allotted to schools. The following keys will be allotted as required by the principal:
  - 5.1. Exterior building master
  - 5.2. Interior building master
  - 5.3. Building main entry
  - 5.4. Building main zone
  - 5.5. Alarm (key or code)
6. Copying of Keys – Each key has an individual marking and therefore, all requests for key copies must be arranged through the Manager of Facilities, Maintenance and Security.
7. After Hours and Weekend Access to Buildings  
In buildings with different areas, the Principal is responsible for establishing a system to ensure that personnel are not trapped by someone turning on the alarm without realizing that others are still in the building. Since most buildings have different floor plans, each Principal is to develop their own system.
8. Key Audit  
Once per year, all keys must be accounted for. By the end of the first week of July at the latest, principals will return all keys to a designated key cabinet for audit. Keys required during the summer may be signed out immediately. A copy of the school's key inventory and any signature sheets for keys that have been signed out for the summer, must be left in the key cabinet so that all keys may be accounted for during the summer audit.

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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