



Code: **ECAA-AR**  
Adopted: 11/02  
Revised/Reviewed: 7/09/08; 8/10/16

## **Key Control Regulations and Procedures**

### **Purpose**

This Key Control Regulations and Procedures is intended to provide general operating guidelines needed to protect the district personnel and its facilities while also ensuring district personnel authorized access to those areas and facilities necessary for the efficient performance of their normal/routine duties and responsibilities.

### **Statement of Understanding**

Keys are issued by, and are the property of the district.

### **Accountability for Tracking Distribution of Door Keys**

The superintendent or designee(s) will be responsible for administration of district lock and key policies. This shall include determining the coordination and distribution of keys at sites; maintaining records of keys and key holders; conducting an annual inventory; and coding keys, which will indicate the building and user. Each principal will appoint a site key coordinator to perform the custodial and record keeping responsibilities associated with the administration of locks and keys. A record of assigned keys, and any changes thereto, is to be sent to the maintenance supervisor to be kept in a comprehensive district file.

### **Request and Issuance of District Door Keys to Sites**

The origin of distribution of all door keys is the maintenance office. The designated site key coordinator shall submit requests for keys from the maintenance manager in the form of a work order. Each key request must have written approval granted by the principal and/or the maintenance manager. Approved keys will be forwarded to the site coordinator for distribution and record keeping. Extra keys that have not been issued will be securely stored in a locked cabinet at each site.

Both the director of support services and the principal must authorize requests for issuance of keys for outside patron use of the district's facilities. A completed building use form must accompany the key request and be first approved by the principal before being submitted to the director of support services. In general and for security purposes, building use should be restricted to those times when the district can staff custodial supervision of the facility, thereby reducing the number of building keys that need to be issued.

### **Distribution of Other Key Types**

Other types of keys may be used for padlocks, cabinets, safes, combination locks, desks, electrical, security, sound, fire alarm, telecommunications and IT panels. These keys shall be issued according to

the same guidelines as set forth in "Request and Issuance of District Door Keys to Sites". However, these keys will be securely stored and managed from each site facility, rather than have their origin of distribution come from the maintenance office.

### **Record Keeping**

The Site Key Coordinator shall keep accurate and current records of all keys issued and returned. An issue card, with signature, shall be kept on file at each site for each employee.

### **Transfer or Loan of Keys**

District issued keys are not to be distributed to any person other than the person they are issued to for any reason. Violation of this policy will require disciplinary action, including and up to termination of employment, or loss of privilege in the case of a non-employee. This policy includes keys issued for coaching services. No key is to be shared between multiple individuals.

### **Return of District Issued Keys**

If an employee changes site location of employment, he/she must relinquish all keys issued at that site location and have the return transaction recorded on the key issuance card. The return of keys is to be initialed by both the assignee and the site key coordinator. The employee will be reissued a new set of keys from the relocation site.

Keys may be issued for a set time frame and are to be returned promptly as agreed on the issue card. Keys not currently used by a district employee should be returned to reduce the number of keys in circulation, thereby reducing the liability of individual departments/sites.

### **Duplication of Keys**

Duplication of the district keys is prohibited, with the exception of keys listed in "Distribution of Other Key Types". All district door keys are of a special design for security purposes and cannot be duplicated by any of the local locksmiths. Only the maintenance supervisor has district authorization to submit key orders.

### **Lost Keys**

Lost/found keys must be reported to the principal and the site key coordinator. A charge for lost or stolen keys will be as follows:

Door Key - Grand Master	=	\$ 250.00
Door Key - Building Master	=	\$ 150.00
Door Key - Building Sub-Master	=	\$ 50.00
Door Key - Individual Room	=	\$ 25.00
Other	=	\$ 20.00

## **Replacement of Worn or Replacement Keys**

Worn or broken keys will be provided in **exchange** for a defective key. A work order needs to be completed as noted in "Request and Issuance of District Door Keys to Sites" and applies to both instances. Broken keys are to be submitted with the key request. Worn keys are to be returned immediately upon issuance of the replacement key. It is the responsibility of the maintenance supervisor to destroy all worn and broken keys.

## **Re-keying and Replacement of Locks**

Re-keying or installation of new locks (e.g. doors, gates, padlocks, etc.) must be requested by submitting a work order to the maintenance manager. The cost for lock changes will be charged to the requesting site unless otherwise authorized by the Maintenance supervisor.

## **Key Definitions / Authorization**

Grand Master Key	Provides total access to all buildings within a particular system in the district. Authorization for this key is granted by the superintendent, support services manager and/or the maintenance manager and is restricted to fire safety, security and maintenance personnel only.
Building Master Key	Provides access to all spaces within an individual building. The issuance of this key is restricted to custodians and persons authorized by the building principal.
Building Sub-Master Key	Provides access to a group of rooms within a department or building. Authorization for this key will be determined by the principal.
Individual Room Key	Provides access to a room/office within an individual building. Authorization for issuance is granted by the principal.