

## **Access to Buildings Key Control**

### **Purpose**

Key Control Regulations and Procedures are intended to provide general operating guidelines needed to protect the district personnel and its facilities while 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 is responsible for determining the coordination and distribution of keys at sites; maintaining records of keys and key holders; conducting an annual inventory; and coding keys, indicating the building and user. The building head secretary performs the custodial and record keeping responsibilities associated with the administration of locks and keys. A record of assigned keys and any changes thereto, is sent to the facilities manager 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 head secretary shall submit requests for keys from the facilities manager in the form of a work order. Each key request must have written approval granted by the principal and/or the facilities manager. Approved keys are forwarded to the site coordinator for distribution and record keeping. Extra keys that have not been issued are 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 accompanies the key request and is first approved by the principal before submitting to the director of support services. In general and for security purposes, building use is restricted to those times when the district can staff custodial supervision of the facility, thereby reducing the number of building keys that must 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 are issued according to the same guidelines as set forth in "Request and Issuance of District Door Keys to Sites". However, these keys

are securely stored and managed from each site facility, rather than have their origin of distribution come from the maintenance office.

### **Record Keeping**

The head secretary keeps accurate and current records of all keys issued and returned. An issue card, with signature, is 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 to whom they are issued for any reason. Violation of this policy requires disciplinary action, up to and including termination of employment, or loss of privilege in the case of a nonemployee. 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 initialed by both the assignee and the head secretary. The employee is 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 are 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. All district door keys are of a special design for security purposes and cannot be duplicated by any of the local locksmiths. Only the facilities manager has district authorization to submit key orders.

### **Lost Keys**

Lost/found keys must be reported to the principal and the head secretary. A nonrefundable charge for lost or stolen keys is as follows:

Door Key - Grand Master	=	\$200.00
Door Key - Building Master	=	\$100.00
Door Key - Building Sub-Master	=	\$ 50.00
Door Key - Individual Room	=	\$ 30.00
Other	=	\$ 20.00

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

Worn or broken keys are provided in exchange for a defective key. A work order must 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 facilities manager 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 facilities manager. The cost for lock changes will be charged to the requesting site unless otherwise authorized by the facilities manager.

### **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 facilities 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 is granted by the principal.
Individual Room Key	Provides access to a room/office within an individual building. Authorization for issuance is granted by the principal.