

ACCESS TO BUILDINGS AND KEY CONTROL

Background

The Principal is delegated the authority to issue school keys and codes to staff members. They, in turn, accept responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District.

The Director of Facilities is delegated the authority to issue keys and codes for all non-school buildings. They, in turn, accept responsibility for the security of non-school buildings.

The duplication of keys shall be carried out by the Director of Facilities. Commercial duplication of keys is strictly forbidden.

Procedures

1. Outside School Master Keys

Keys are to be provided for each group of outside doors where locks are mastered alike. They are for:

- 1.1. Principal
- 1.2. Vice-Principal
- 1.3. Vice-Principal at an annex
- 1.4. Community school co-ordinator
- 1.5. Engineer-custodian
- 1.6. Night custodian
- 1.7. Director of Facilities

2. Inside School Master Keys

Inside master keys are not to be issued to teachers. Inside master keys are for:

- 2.1. Principal
- 2.2. Vice-Principal
- 2.3. Vice-Principal at an annex
- 2.4. Community school co-ordinator
- 2.5. Engineer-custodian
- 2.6. Principal of evening classes
- 2.7. Custodial staff, as needed

3. No outside master keys are to be left in the school overnight. Principals may arrange to keep a spare set of inside master keys in a safe/lockable cabinet.
4. Retention of Keys (for teacher's classroom)
 - 4.1. Because conditions vary from school to school, the Principal will determine whether or not teachers are to leave their classroom keys at the school. Factors to consider will be security and convenience.
5. Missing Keys
 - 5.1. The Principal must notify the Director of Facilities immediately if an outside master key or an outside service key is lost.
 - 5.2. The Director of Facilities will take steps, if necessary, to change the locks. As this is an expensive job, special care is to be taken of keys.
6. Duplication of Keys
 - 6.1. No key, inside or outside, is to be duplicated except by a requisition forwarded to the Director of Facilities.
 - 6.2. All keys will be marked "Not to Be Duplicated" Or "Do Not Copy" / "D.N.C.".
7. Records
 - 7.1. Principals are to keep an up-to-date record of all master keys, both inside and outside.

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

Adopted: November 1973

Revised: April 2, 1985; August 1, 1990; September 1994; January 1999; September 24, 2018