

## **Business and Non-Instructional Operations**

### **Building and Grounds Management**

#### **Access to Buildings (School Keys)**

The purpose of this regulation is to establish responsibility for administration of school building key control and to designate individuals authorized to have possession of school keys or cards for the keyless entry system.

#### **General – All Schools**

One master key is authorized to be in the possession of the following individuals:

- Designated administrators
- Head day custodian
- Head night custodian (upon the specific approval of the principal)
- Designated Maintenance Personnel

#### **Middle and High Schools**

Middle and high school principals may assign a building master key as deemed necessary under the following conditions:

1. Master keys shall be specifically assigned to the individuals. Lending or transfer of master keys is prohibited under any circumstances.
2. The unauthorized use of a master key, or any school employee possessing an unauthorized master key, shall be reported to the administrator and buildings and grounds department for appropriate action.

#### **Additional Responsibilities**

Principals and other accountable individuals are responsible for reprocessing school keys or keyless entry cards when an employee leaves the District.

Principals or their designees are responsible for advising the supervisor of buildings and grounds regarding the accountability of all building/facility master keys when an authorized employee leaves the District or when reassigned to other duties.

#### **Exceptions**

Requests for exceptions to the preceding authorizations and responsibilities may be addressed to the Superintendent. Such requests shall be reviewed on an individual basis to assure optimum security of the facility.

#### **Procedures**

The following procedures pertain to school keys or keyless entry devices:

1. Requisitions for master keys shall be submitted to the supervisor of building and grounds.
2. Requisitions for all keys or keyless entry devices (except master) shall be submitted to the principals of each school.

3. Justification for all keys or keyless entry devices must accompany requisition requests. Master keys or keyless entry devices shall not be passed to a successor but must be returned to the principals who issued them.
4. Requests for repairs to keys or locks shall be submitted to the building and grounds department.
5. One copy of each key shall be tagged for each entrance and deposited in the centrally located key case.
6. An audit of all outstanding master and room keys shall be conducted at least once each school year by the supervisor of buildings and grounds or building principal.

**Policy Approved: August 21, 1985**

**Policy Revised: February 28, 2011  
September 26, 2016**