

Administrative Procedures for Key Entry and Usage
(Attachment for Policy No.709)

Purpose

The following procedures provides the areas of responsibility for maintaining the policy and protocols that must be followed.

Procedures

A. Shared Ownership:

- a. The ownership of this process is between the Principal of the building and the Operations Department.

B. General Guidelines

- a. Possession of keys shall be in accordance with the following principles:
 - i. All individuals assigned a key must complete a [Key Assignment Form](#)
 - ii. A log of key assignments and returns shall be maintained by the Office of the Chief of Operations or other designated office.
 - iii. Individuals assigned keys may not duplicate or loan them.
 - iv. All keys must be surrendered upon departure from District, transfer to a new building or position not requiring a key or upon request of the Superintendent.
 - v. All individuals assigned a key must complete a [Key Return Form](#)
- b. After-hours entry to school buildings shall be controlled in accordance with the following principles:
 - i. All after hours use must be recorded and approved by the “Use of Facilities” protocol with the exception of needed work approved through the Office of the Chief Operations Office.
 - ii. The building engineer on duty shall restrict entry to one controlled point or other strategic plan authorized through the school Principal.
- c. All school facilities shall be checked and properly secured by the custodial staff, when closing the building, in accordance with the following principles:
 - i. All interior doors including closet doors, cloakrooms and classroom doors and smokestop doors shall be closed at the close of the school day to prevent the potential spread of fire.
 - ii. All exterior doors shall be securely locked at the close of the school day including the time the custodian personnel are on duty.

- d. It is the responsibility of all school personnel to notify the school office promptly of all trespassers in the school, particularly those who are known or suspected vandals.
- e. *Food Services*: All keys to lunch areas shall remain in the principal's office each day after lunchroom work has been completed. No food service employee shall retain their keys at the conclusion of the work day.