

# ADMINISTRATIVE REGULATIONS

TITLE: ACCESS TO FACILITIES / SCHOOL KEYS  
CATEGORY: FACILITIES  
NUMBER: 4010

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## I. Rationale

Recognizing the significant investment in buildings, grounds, supplies and equipment, the District has a responsibility to protect these investments by ensuring school buildings and grounds are adequately secured.

## II. Access to Facilities

- A. Only authorized individuals shall be given unsupervised access to facilities.
- B. Personal use of facilities by staff must be booked through the district as a user group and will be subject to standard booking protocols, insurance requirements and user fees.
- C. The last person leaving a building must ascertain that no unauthorized individuals remain in the building, all doors and windows are closed and locked, the security system is turned on, and all unnecessary lights have been turned off.
- D. Generally, sites operate weekdays during the school year, 7:00 a.m. to midnight, excluding statutory holidays and District closure days. The exceptions are the Board Office and Maintenance Facility, which are also open during District closure days and may be open during break periods.
- E. If, for any reason, an authorized individual must be in the building after midnight, that person must receive prior approval from the Principal/Vice Principal or supervisor.
- F. When school is not in session there are opportunities for the district operations staff to update and maintain district facilities. Therefore access to sites during these periods must be coordinated with the Facilities Department prior to their being authorized by the Principal/Vice Principal.

## III. School Keys

- A. All keys/codes are the property of the District and all keys/codes, be they additional or replacement, shall be the responsibility of the Facilities Department, unless otherwise specified in this regulation. Unauthorized duplication of District keys is prohibited.
- B. The Manager of Facilities shall provide a suitable system of storing and recording the distribution of all keys to district facilities.
- C. Upon written request of a site supervisor the Manager of Facilities shall authorize cutting and distributing keys.

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- D. Master keys shall be held only by the Superintendent, Director(s) of Instruction, Secretary-Treasurer, Manager of Facilities, Assistant Manager of Facilities and authorized maintenance employees.
- E. Site master keys for specific schools and buildings shall be held only by principals, vice-principals, site managers, technology department staff and custodians.
- F. Only the principal, or his/her designate, may distribute keys to teachers, substitute teachers, support staff or other authorized users.
- G. Principals and site managers are responsible for collecting keys from employees who are moving to a new site; employees who are leaving the district due to retirement, resignation or termination; as well as employees on a long term leave.
- H. The loss of any key or access code shall be reported immediately to the direct supervisor who shall promptly notify the Facilities Department. A decision will then be made regarding the changing of locks or code. This normally will only be done when an exterior door key is missing.
- I. The cost of replacing a lost key and/or changing locks or codes may be charged to the school/department or recovered from the individual who is responsible, depending on the circumstances.

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