

## AP 519 – Keys

### Background

---

The purpose of these procedures is to maintain the security of the Abbotsford School District buildings and its contents, and to establish responsibility for key control within the district. This section provides guidelines covering key control, after-hours access, and entry to restricted areas.

### Procedures

---

1. The Secretary-Treasurer, or designate, may issue keys for school buildings, and then only to the facility administrator.
2. The facility principal or site manager is responsible for ensuring that these control guidelines are established and followed:
  - 2.1 The facility principal or site manager should maintain a current list of names of all school personnel who have been issued keys on an approved *Key Issue Signature Form*, which is available from the Facilities Department. A copy of this list will be forwarded to the Facilities Department and will be updated by the facility administrator.
  - 2.2 Each staff member to whom keys have been issued by the school administration should be informed of the following:
    - 2.2.1 Keys are for that staff member's personal use
    - 2.2.2 The lending to others or the duplicating of keys is forbidden under any circumstances
    - 2.2.3 Loss of any school district key must be reported immediately to the facility administrator
    - 2.2.4 Use of keys to enter a facility for personal use is prohibited
  - 2.3 Anyone who knows that keys have been issued to an unauthorized person should report it to the facility administrator, who will advise the Facilities Department. Appropriate action will be taken to ensure that the security of the building is maintained.
  - 2.4 The facility administrator, on receiving a report of lost keys, will immediately notify the Facilities Department in writing.
  - 2.5 The facility administrator will retrieve all keys when an employee terminates employment, or when an employee is on extended leave.
  - 2.6 Employees authorized to enter schools, facilities, and restricted areas after hours will be limited to personnel who have obvious need to enter—that is, administrators, teachers, maintenance personnel, custodians and authorized representatives of organizations with whom the school district has entered into formal agreement for the use of its facilities.
  - 2.7 Restricted areas are defined as areas that meet any or all of the following conditions:
    - Pose a potential safety hazard

- House special equipment or information
- House confidential information or records, including private offices
- Areas used to store supplies, equipment, or records

2.7.1 Entry into restricted areas is limited to personnel directly involved with the supervision, operation, or maintenance of the equipment or area. All other personnel are prohibited from entry without the express permission of the facility administrator or the Secretary-Treasurer or his designate.

3. Keys for Schools – These keys will only be issued to the facility administrator. All keys must be signed for.
4. Keys for School District Administration Building – These keys will be issued only on the authority of the Secretary-Treasurer or his designate; or by requisition of the Superintendent to the Secretary-Treasurer, with the exception of temporary loan keys, which may be authorized by Facilities Department.
5. Keys for the Facilities Building – These keys will be issued to and signed for by the Director of Facilities.
6. Keys for Custodians and Maintenance Personnel – These keys will be issued to and signed for by Facilities Department Supervisors, as authorized by the Director of Facilities.
7. Alarm Keys – For security reasons, the issuance of alarm keys will be strictly limited. Key lock boxes containing an alarm key for the building have been installed in all school district buildings. The lock box is keyed to the front door key, so a front door key will allow access to the building and the alarm panel. Under normal circumstances, a separate alarm key will not have to be issued.
  - 7.1 The only school district staff who qualify for a separate alarm key are the facility managers (principal, vice-principal or the principal’s designate) responsible for opening the building in the morning and locking up in the evening, and the head custodian. All other school district staff will be required to use the alarm key in the lock box. When an alarm key is issued, the person issuing the key must ensure that the individual using it is familiar with the operation of the alarm system.
8. District Grand Master – For security reasons, the issuance of these keys will be strictly limited. Issuance must be authorized by the Secretary-Treasurer. The district grand master key will not be allotted to schools.
9. Exterior Master Keys or School Master Keys – These keys are issued to the principal upon written request with the approval of the appropriate Assistant Superintendent.
10. Interior Master Keys – These keys are issued to the principal upon written request with the approval of the appropriate Assistant Superintendent.
11. Main Door/Alarm Box Keys – These keys are issued to the principal upon written request and with the approval of the appropriate Assistant Superintendent. All keys will be re-issued at the discretion of the principal, who is solely responsible for ensuring that the teaching and clerical staff assigned to the school keeps the school secure.
12. Zone Keys – These keys are re-issued at the principal’s discretion.

13. The following keys will be allotted as required by the principal:

- exterior building master
- interior building master
- building main entry
- building main zone
- alarm

14. After Hours and Weekend Access to Buildings

14.1 In buildings with different areas, the facility administrator is responsible for establishing a system to ensure that personnel are not trapped by someone turning on the alarm without realizing that others are still in the building. Since most buildings have different floor plans, each school should develop its own system.

15. Key Audit

15.1 Once per year, all keys must be accounted for. By the end of the first week in July at the latest, schools will return all keys to a designated key cabinet for audit. Keys required during the summer may be signed out immediately. A copy of the school's key inventory and any signature sheets for keys that have been signed out for the summer must be left in the key cabinet, so that all keys may be accounted for during the summer audit.

Last Revised: May 2013