

Key Procedure

The security of buildings requires continued surveillance by all employees and proper control of keys and locks. Employees who have been issued keys to any lock for school property in this district must assume responsibility for custody and appropriate use of such keys. School district policy is to maintain the best building security possible.

The maintenance department will deliver elementary and secondary school keys to the building principals in accordance with a plan that has been approved by the Superintendent.

The building principal will be responsible for the distribution of keys to the appropriate employees. Each employee who receives a key(s) will sign for it(them). The receipt will be kept on file and a notation made when the key is returned. The maintenance supervisor will maintain an inventory and master control chart of all keys issued. The building principal will maintain an inventory control chart for her/his building.

Keys are not to be duplicated except by a work order submitted by the person who issued the keys to the employee.

Keys are not to be loaned under any circumstances.

Employees who have lost a key must report such loss to the person who issued the employee the key, who will report the loss to the maintenance supervisor. If the employee is unable to find the key(s) within a reasonable time period, the employee may be required to pay for replacement of the key(s), lock alteration, and replacement of other keys to the same lock.

All employees, except those who will continue their work in the buildings during the summer should check in their key(s) to the person who issued the key(s) to the employee at the close of school each spring. An employee who terminates during the school year must return all keys to the person who issued the employee the key(s) at the time of termination.

Policy History:

Adopted on: August 10, 2009

Revised on: July 19, 2010