

KEY CONTROL

Key distribution and management shall be the responsibility of the Buildings and Grounds Supervisor. Keys shall be issued to those individuals demonstrating a need to have a key or keys on a continuing basis. Provisions shall be made on a sign-out basis for short-term needs.

Keys issued to employees shall not be duplicated by the holder. Such action may be grounds for disciplinary action.

1. All locksmith services, including repair, key or lock changes or replacements, duplicate or replacement keys for existing locks and lock additions shall be procured only through established procedures.
2. Upon termination or transfer, employees shall turn in all keys to his/her building principal.
3. The building principal or his/her designee shall maintain the key/lock records. These records shall include all facility locks, keys and key holders and shall be considered high security. These records shall be kept current at all times and shall be safeguarded and secured at all times, except when in actual authorized use. These records shall provide the basis of individual key/lock inventory control.
4. Key transfers shall require both a key turn-in and an issue transaction in the key/lock record.
5. Master keys shall be issued only to authorized persons with the approval of the district administrator.
6. All key(s)/fob(s) must be submitted to the principal and/or his/her designee on or before the last contract day of the year for teachers/support personnel and 12 month employees on or before June 30th each year to the Buildings and Grounds Supervisor who will check to ensure that employees has the correct keys listed on the key records.

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7. Keys and/or locks shall be issued to an employee when the employee completes a key request card, obtains approval from the building principal and signs the key receipt card. Transactions concerning keys shall be recorded in the key/lock register as they occur. Keys and/or locks shall be issued as soon as the key receipt is signed by the requester.

8. If a key/fob is lost, the loss should be reported immediately to the building principal who shall report it to the Buildings and Grounds Supervisor. A fob will be immediately disabled when reported as lost. The Superintendent must be informed in keys/fob have been stolen to determine if a lock change is necessary. An employee who was determined negligent may be charged the cost of rekeying appropriate locks within the district.

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