

KEY CONTROL

Key distribution and management shall be the responsibility of the Director of Buildings and Grounds. 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. The building principal/supervisor shall ensure the collection of all keys upon termination or transfer of an employee in his/her building /department.
3. The building principal/supervisor 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. Master keys shall be issued only to authorized persons with the approval of the superintendent.

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