

# COAST MOUNTAIN SCHOOL DISTRICT 82

## Facilities, Grounds, and Equipment

Date Revised: May 3, 2006

Date Adopted: Nov. 1997

### 7100: Building Security

#### POLICY

The Board of School Trustees believes that all staff shall have unlimited access to their workplace.

#### GUIDELINES

The purpose of this policy is to maintain the security of Coast Mountains School District 82 facilities and their contents, and to establish responsibility for key control within the district, without impeding after hours access by dedicated staff members to their workplace for work-related matters. This section provides guidelines covering key control, access after hours and entry to restricted areas.

1. The Director of Facility Services or his Designate, shall have custody of Grand Master and Master keys.
2. A record will be kept by the Director of Facility Services of issued keys.
3. All persons must sign for keys received.
4. Persons who have been issued keys are not to lend them, or have them duplicated.
5. All keys are to be cut by Facility Services only.
6. Grand Master key distribution is as follows:
  - 6.1 Superintendent of Schools
  - 6.2 Assistant Superintendent
  - 6.3 Secretary Treasurer
  - 6.4 Assistant Secretary Treasurer
  - 6.5 Director of Instruction
  - 6.6 Director of Student Support Services
  - 6.7 Director of Human Resources
  - 6.7 Director of Facility Services
  - 6.8 OH&S/Custodial Supervisor
  - 6.9 Maintenance staff as deemed necessary by Director of Facility Services or Designate
  - 6.10 Others as identified from time to time by Senior Administration Staff



## **REGULATIONS – INDIVIDUAL SCHOOL KEY CONTROL**

1. Interior and Exterior Master keys shall be issued only to the Principal, Vice Principal, Teacher-in-Charge, Head Secretary, and Custodial staff. **NO** duplicate keys are to be cut.
2. The Principal of each school shall be responsible for issuing, recording and collecting all school keys distributed to staff.
3. Principals or Vice Principals may have additional 'loan-out' keys for other staff who require for after hours or weekend use.
4. Each staff member to whom keys have been issued by the school administration should be informed of the following:
  - 4.1 keys are for that staff members personal use only;
  - 4.2 the lending to others or the duplicating of keys is forbidden under any circumstances;
  - 4.3 loss of any school district key must be reported immediately to the facility administrator.
5. Anyone who knows that keys have been issued to an unauthorized person should report it to the facility administrator, who will advise the Director of Facility Services. Appropriate action will be taken to ensure that the security of the building is maintained.
6. The facility administrator, on receiving a report of lost keys, will immediately notify Facilities Services.
7. The facility administrator will retrieve all keys when an employee terminates employment, or when an employee is on extended leave and return the keys to Facility Services.
8. Restricted areas are defined as areas that meet any or all of the following restrictions:
  - 8.1 pose a potential safety hazard;
  - 8.2 house special equipment or information;
  - 8.3 house confidential information or records, including private offices;
  - 8.4 are used to store supplies, equipment, or records.
9. 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.
10. Once per year all keys must be accounted for. By the end of the second week of July at the latest, schools will return all keys to the Director of Facility Services for audit. Keys required during the summer may be signed out immediately. A copy of the school key inventory and any signature sheets for keys that have been

signed out for summer must be left with the Director of Facility Services so that all keys may be accounted for during the summer audit.