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# SCHOOL DISTRICT NO. 36 (SURREY)

No. 6580.1

## REGULATION: SECURITY – BUILDING KEY PROGRAM

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These Regulations provide specific guidance and direction in support of Board Policy #6580 – *Security & Safety – Buildings & Grounds* in regards to the Building and Grounds Key Distribution Control Systems.

### 1. Department and Manager Responsible for the Building Key Program

Physical Plant & Transportation Services Department has overall responsibility for the effective management of the key control program. The day-to-day management has been assigned to the Manager, Security, Environmental & Emergency Services.

### 2. Objective of the Building Key Program

The primary objective of the Building Key Program is to effectively manage the distribution and control of building keys with the goal to reduce losses and unauthorized entry into school district premises.

### 3. Types of Keys

- (a) Exterior Master (District) – all building exterior doors
- (b) Interior Master (District) – all building interior doors
- (c) Exterior Master – site specific, all exterior doors
- (d) Interior Master – site specific, all interior doors
- (e) General Area Key – site specific, common use areas (staff room, photocopy room, etc.)
- (f) Change Key – site specific, group of rooms with a common use
- (g) Gate Key Master – all gates (grounds/parking lots)
- (h) Site Specific Keys – special requirements

### 4. Distribution of Keys – District Exterior and Interior and Gate Masters

The Manager, Security, Environmental & Emergency Services, will offer the following district and non-district personnel district exterior and interior master keys.

- (a) Management Committee Members
- (b) Business Development & Corporate Services Management Staff
- (c) Information Management Services Management Staff and Repair Technicians

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- (d) Physical Plant & Transportation Services Department Management Staff and Trades Foremen
- (e) Business Management Services Construction Co-ordinators
- (f) Security Patrol Company Personnel
- (g) BC Hydro Inspector
- (h) BC Gas Inspector
- (i) Fire Chief

All other master key requests must be formally approved by the Director, Physical Plant & Transportation Services, or designate.

**5. Distribution of Keys – Site Specific Exterior and Interior Masters**

The Manager, Security, Environmental & Emergency Services, will offer the following district personnel site specific exterior and interior master keys.

- (a) Principals
- (b) Vice Principals
- (c) Site Managers
- (d) Head Custodians (require approval from Assistant Manager, Afternoon Shift, Service Operations)
- (e) Day Custodians (inside master key)

All other site specific requests must be formally approved by the Director, Physical Plant & Transportation Services, or designate.

**6. Issuance of Keys**

Requests for keys shall be in writing to the Manager, Security, Environmental & Emergency Services. Physical Plant & Transportation Services will maintain a key log and keys will be recorded upon written acceptance by the end user.

**7. Lost Keys**

Lost keys must be immediately reported to the Manager, Security, Environmental & Emergency Services, and confirmed in writing regarding the details around the loss.

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**8. Changing Schools or Leaving School District – Holders of School District Master or Other District Keys**

**Keys are non-transferable.**

Any change in custodianship of keys must be communicated in writing immediately to the Manager, Security, Environmental & Emergency Services. Holders of school master keys, district master keys, or other keys must contact the Manager, Security, Environmental & Emergency Services, prior to leaving a school or other location to arrange for return of keys.

**9. Spare Keys**

Each Principal/Site Manager will be accountable for one spare key set (issued upon written request) in addition to keys for the Principal, Vice Principal(s), Site Manager, and other staff at their site.

The Assistant Manager, Afternoon Shift, Service Operations, will be accountable for all keys assigned to custodial staff in their respective zones.

**10. Unauthorized Use of Keys**

Holders of keys are not to lend their keys to students, community group users or other unauthorized personnel.

**11. Copying of Keys**

Each key has an individual marking and, therefore, all requests for key copies must be arranged through the Manager, Security, Environmental & Emergency Services.

**12. Use of Non-District Locks**

Access to all facilities and sites within the school district must be maintained at all times. To ensure this objective is met, non-district locks must not be installed.

Additional locks, if required, must be requested from the Manager, Security, Environmental & Emergency Services.

Approved: 2003-04-08

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