Section	FACILITIES & GROUNDS		
Policy Name	LOCK AND KEYING POLICY *Management Guideline Applies*		410
Board Approved:	*October 27, 2015* *February 17, 2010* *Sept 15, 2000*	*Reviewed:* *October 5, 2015* *November 23, 2009* *December 6, 2005*	*Review Prior To: December 2020*

POLICY

It is the policy of the Board that each school/building shall have master keys for all door locks in the building, which operate where practical, under the board-wide Grand Master Key System. The exterior doors of each school/building shall, where practical, operate separate to the school/building master key, but under a Grand Master Key System. References to Locks and Keys may also mean: electronic controlled locks utilizing electronic access cards, proximity sensors, biomechanical readers, and code passwords or numbers.

The issuance of Grand Master Keys shall be under the control of the Manager of Plant Services or designate.

The issuance of individual school/building keys to school staff shall be the responsibility of the principal/manager. School/building master keys shall not be issued to students, volunteers, or persons who are not employees of the Board.

Not withstanding the previous sentence, school/building keys may be released to an acceptable supervising member of a Board approved Joint Use Agreement where the terms of said agreement specifically permit. Keys may also be released to emergency response personnel including security, police, fire department and contractors by the Manager of Plant Services or designate as deemed appropriate to the well being of the staff and facilities involved.

<u>All keys recalled at the end of each school year must be checked against issuance records</u>. Term staff must return keys prior to the end of their term. Staff requiring keys over the summer break, are subject to the approval of the principal/manager. Where staff in a given school/building works on a 12-month basis the requirements of this clause may be waived, subject to the approval of the principal/manager and Manager of Plant Services.

Anyone receiving a key to Board facilities shall keep it safe and secure and does not have the authority to copy, lend, or otherwise give the key to any other person.

Any person who does not return a key issued to them when requested by the Board <u>may</u> be held responsible for all costs associated with re-keying the area(s) accessed by the key to re-establish the security of the area.

<u>Lockout procedure:</u> where any device is locked out for maintenance, repair, or other safety related purposes, only the person placing said lock(s), or the Manager of Plant Services, may remove said lock(s). The SGDSB Lockout Tag-out procedure MUST be followed when dealing with locks placed for that purpose. Keying of locks for Lockout Tag-out shall be on a system independent of <u>building</u> master keys.

Furniture, equipment, and cabinet keys shall be controlled and distributed by the principal/manager at each given building.