

SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	FACILITIES & GROUNDS	
Management Guideline	LOCK AND KEYING	
Applicable Policy	LOCK AND KEYING	410

Board Approved: October 27, 2015
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1.0 Procedures: General Guidelines for Use

- 1.1 Definition: References to key(s) or locks may also mean: electronic controlled locks utilizing electronic access cards, proximity sensors, biomechanical readers, and code passwords or numbers.

Any person who takes possession of key(s) to Board facilities or equipment must complete and sign [Form B02-002, Key Issue Agreement](#) prior to receiving the key(s).

Keys are not to be issued without signatures being provided.

Principals are to keep a current list of keys issued on [Form B02-003, Key Issue Log Sheet](#), which is to be kept in a secure file, and is subject to audit.

- 1.2 The replacement or duplication of any school/building master key must be authorized by the Manager of Plant Services or designate.

Copies of non-master keys are not to be made without the authorization of the principal/manager for that building.

- 1.3 Persons requiring access to an area to which they do not have a key shall make a request to the school principal/manager, or Manager of Plant Services, as appropriate. Being issued a key to an area does not provide automatic permission to access the area at any time of day. Building users must only access the area or building during the time approved by the principal or Manager of Plant Services. This particularly is important during school breaks or summer months when construction or maintenance work may be taking place. In this case, the Plant Department may, in consultation with the school principal, take measures to further lock or secure an area, or the entire building.

- 1.4 Temporary issue of keys for specific tasks or programs must be recorded and signed for on the appropriate forms, as outlined in 1.1 above.

- 1.5 Broken keys must have all pieces returned prior to issue of a replacement key.

- 1.6 A key cabinet shall be maintained by the Manager of Plant Services, which contains master keys for each school/building in the system.

- 1.7 All persons who are issued a key shall complete and sign Form B02-002, [Key Issue Agreement](#), at the time the key is received. All principals/managers shall maintain a securely located and locked key cabinet. Written records of key issuance are to be recorded on Form B02-003, [Key Issue Log Sheet](#) and kept in a secure location.

- 1.8 It is the responsibility of the principal/manager to ensure that staff leaving the employment of the Board return all keys prior to their last day of employment in the school/building.
- 1.9 Where locks are provided on doors, cabinets, drawers, valves, or any other critical access area or item, said locks shall be secured at all times when access is not required, unless otherwise directed by the principal/manager.
- 1.10 The issue and return of keys for the locks on furniture, equipment and cabinets not on the Grand Master Key System shall be recorded and tracked, on Form B02-003, Key Issue Log Sheet, separate from the school/building Master Key System Logs.
- 1.11 In the event that the security of a building is suspected to be compromised due to key loss or theft, the Plant Department may rekey all or part of the building upon short notice to protect the building and contents. Cost of this measure may be recovered from the party involved depending on the circumstances.

The Manager of Plant Services may be consulted by principals/manager for assistance as required with keying and key issue questions.

2.0 Table of Key Types and Level of Issue

Normally Issued To	
Key Type	School Administration and Staff
Grand Master Key	<ul style="list-style-type: none"> • Director and Superintendents • Manager of Plant Services • Plant department staff as specifically authorized by Manager of Plant Services • Emergency and Maintenance Personnel
Outside Door Keys	<ul style="list-style-type: none"> • Principal/VP • Teacher as authorized • Secretary as authorized • Custodian as authorized
School/Building Master Keys	<ul style="list-style-type: none"> • Principal/VP • Teacher as authorized • Secretary as authorized • Custodian as authorized
School/Building Area or Sub Master Keys	<ul style="list-style-type: none"> • Teachers requiring multiple area access as authorized
Separate Room Change Keys	<ul style="list-style-type: none"> • Program Leaders, as authorized • Teachers or other approved area users, as authorized
Lock-Out Keys	<ul style="list-style-type: none"> • Maintenance Staff (as required) • Custodial Staff (as required) • Manager of Plant Services • Plant department staff as specifically authorized by Manager of Plant Services
<p>Note: Keys related to Joint Use, shared space, leased space, or other, i.e.: pools, college etc., will be dealt with separately by Manager of Plant Services and Principals.</p>	

