

DIVISIONAL KEYS/ELECTRONIC KEYS

Grand Master Keys

Grand master keys may be issued by the Director of Facilities & Operations to Divisional personnel as follows:

- Senior Administration
- Facilities & Operations personnel, as deemed appropriate
- Outside contractors responsible for building security

Individual School Master Keys

Upon the authority of the Director of Facilities & Operations, keys for interior and exterior doors are to be provided to the following persons for their assigned schools:

- Principal
- Vice-Principal and
- Caretaking Staff

Classroom Keys

The Principal shall issue classroom keys, as appropriate, and keep an up-to-date record of all keys issued. Once issued, all Divisional keys should be kept on one's person at all times.

Missing Keys

Where a Divisional master or school master key has been lost, the Director of Facilities and Operations should be notified immediately. The Director of Facilities and Operations will take steps, if necessary, to change the locks.

Duplication of Keys

No key, inside or outside, is to be duplicated without the authority of the Director of Facilities and Operations.

Records

The Facilities & Operations Department and staff will keep an up-to-date record of all Divisional keys.

Accomplish Anything

Adopted	Reviewed	Revised	Page
10/430/05			1 of 1