

ACCESS TO BUILDINGS

Background

It is necessary to control access to Division buildings in order to protect property. Therefore, Facility Services, Employee Services and Technology Services will work with each Principal and Supervisor, to establish a system to:

- Manage building access;
- Record who is in possession of Keys, Access Cards and Security Codes.

This administrative procedure is to be administered by the Director of Facility Services in consultation with principals and supervisors responsible for non-school properties.

Procedures

1. The design or layout of the keying system is to be coordinated between the Director of Facility Services in conjunction with the Principal or supervisor, in consultation with the Assistant Superintendent, Corporate Services.
2. All keys and Access Cards shall be obtained through Employee Services and the Facility Services Department upon the authorization of the Principal, Supervisor and the Director of Facility Services.
3. The Principal or Supervisor shall maintain a current record of all keys issued. Staff shall turn their keys in to the Principal or Supervisor upon their resignation or transfer.
4. Stolen or mislaid keys shall be reported immediately to the Principal or Supervisor and the Director of Facility Services. The Principal or Supervisor is responsible for communicating this loss to the Director of Facility Services. Stolen or mislaid Access Cards shall be reported immediately to the Principal or Supervisor **AND** the Help Desk.
5. All additional keys for each school or building shall be located in a suitably locked cabinet.
6. All keys pertaining to schools or buildings shall be numbered and stamped with "DO NOT COPY".
7. No keys shall be duplicated or cut without the authorization from the Director of Facility Services.
8. At the discretion of the Principal, a key, Access Cards and Security Code may be issued to a community user group (see Administrative Procedure 547 for details).
9. The Director of Facility Services will issue keys, Access Cards and Security Codes to contractors who need school access.

Reference: Relevant Legislation & Guidelines