

KEY CONTROL

Background

Ensuring the security of Division facilities is a concern and a responsibility of the Division.

The Division recognizes that the distribution of keys to its facilities be carefully monitored.

Procedures

1. The Principal of each school will receive one entrance key for every teacher on staff who requests one. The safekeeping and distribution of the entrance keys shall be the responsibility of the Principal. Lost keys shall be reported immediately to the Secretary-Treasurer.
2. The caretaking and maintenance foreman shall receive a sufficient number of entrance keys, as directed by the supervisor of operations and maintenance, to accommodate their respective staff needs. The caretaking and maintenance foreman shall be responsible for the care and control of these keys.
3. Original and spare entrance keys shall be under the control of the supervisor of operations and maintenance. All requests for duplication of entrance keys shall be made through the supervisor of operations and maintenance.
4. Inside keys shall be issued at the discretion of the Principal.