

Division FINANCE AND ADMINISTRATION	Policy Series 600	Policy # 600.2
Subject Building Security	Replaces	
Responsible Authority <ul style="list-style-type: none"> • ASSISTANT DIRECTOR (Finance and Administration) • Manager, Facilities & Maintenance • School Administrator/Manager 	Date Approved November 6, 2012	
	Effective Date March 15, 2013	
<i>Date Reviewed</i>	<i>Date Revised</i>	

600 .2 Policy Name

Key Control

600.2 Policy Statement

- 600.2(1) Keys to buildings/property of Nova Central School District are at all times the property of the district.
- 600.2(2) A key registry shall be maintained for all schools and other buildings/property of the district.
- 600.2(3) Locks and keys to district or school buildings/property shall not be changed/replaced except by authorized district personnel.
- 600.2(4) Authorized personnel must be able to access all areas of district property for emergency/fire and life safety purposes.
- 600.2(5) Keys will be issued based upon a demonstrated need for access, as authorized by the Assistant Director of Finance and Administration or his/her designate (e.g. school principal).
- 600.2(6) Individuals who are issued keys shall be required to sign a key registration form and are responsible for the keys' safe keeping.
- 600.2(7) Keys must be returned to the appropriate school administrator or office manager when an individual changes office location, retires or otherwise no longer requires the assigned keys, and the return shall be documented appropriately.
- 600.2(8) Keys must not be loaned, borrowed or transferred without proper documentation and authorization.

- 600.2(9) Keys must not be duplicated under any circumstances except by authorized district personnel. Additional/replacement keys must be requested through the appropriate school administrator or office manager.
- 600.2(10) Keys should not be tagged so that they are identifiable as providing access to district property. Lost or stolen keys must be reported immediately.

600.2(3) Policy Rationale/Purpose

This key control policy is intended to assist with the management of building security for the district and to control access to district property.

Successful lock and key control requires the cooperation and support of all employees.

600.2(4) References

N/a

600.2(5) Scope

This policy applies to all NCS D employees.

600.2(6) Roles and Responsibilities

Responsible Division: **Finance and Administration**

- 600.2(6.1) The **Assistant Director of Education (Finance and Administration)** shall be responsible for the implementation, monitoring and revision of this policy.
- 600.2(6.2) The **Manager of Facilities and Maintenance** or his/her designate, shall be responsible for ensuring there is a key registry for all NCS D schools and other buildings.
- 600.2(6.3) Each **school administrator/office manager** shall be responsible for managing the key registry for his/her individual school, and assigning keys, replacing keys, etc.

700.10(7) Procedures

N/a

600.2(8) Definitions

N/a

600.2(9) Review

This policy shall be reviewed every two years.

600.2(10) School Policy

Schools and school district offices shall follow the district's key control policy.