


**Windsor-Essex Catholic District School Board**



Section: Facilities Services –  
Buildings/Plants/Grounds

**ADMINISTRATIVE PROCEDURE:  
PR B: 04 Schools/Buildings Key  
Control**

<b>NUMBER:</b>	PR B: 04
<b>EFFECTIVE:</b>	June 1, 2017
<b>AMENDED:</b>	
<b>RELATED POLICIES:</b>	See References
<b>REPEALS:</b>	
<b>REVIEW DATE:</b>	2021-2022

**1.0 PROCEDURES FOR SCHOOL KEY CONTROL:**

- 1.1 The school Principal shall be charged with the responsibility of administering and maintaining policy B:04 Keys to School, including all record keeping and audit related responsibilities, at properties under their control for all master, tech (secondary panel only), classroom keys and school master swipe cards.
- 1.2 Master, tech or classroom keys will be distributed, as per the Board approved key plan, each September to permanent employees (excluding Custodial staff) by the school Principal.
- 1.3 The school Principal will maintain a Key Assignment Log for all internal keys and master swipe cards, each school year, recording name of employee, key/swipe card assigned, date key/swipe card was assigned and sign off by employee.
- 1.4 A limited number of master swipe cards will be assigned to the school. These master swipe cards are only to be assigned to staff members who require access to the school building on weekends. These cards must be returned after each use and should remain in the main office Monday through Friday.
- 1.5 Individual key holders are responsible to safeguard the key/swipe card assigned to them from theft, loss or unauthorized use.
- 1.6 Keys/swipe card must not be loaned or made available to anyone other than the key holder.
- 1.7 Any key/swipe card which is lost, stolen and/or damaged must be reported immediately to the Facilities Services Department.
- 1.8 School keys will be assigned to each site based on staff count.
- 1.9 Schools will be assigned additional tech and classroom keys, as per the Board approved key plan, for Occasional staff daily sign out.
- 1.10 School Principals will be responsible for ensuring all daily sign out keys are returned by Occasional staff at the end of each day.
- 1.11 The school Principal must collect all master swipes, master, tech and classroom keys

from all employees (excluding Custodial staff) at the end of each school year for auditing purposes. All keys must be locked in the school safe for the summer. The Key Assignment Log must be completed indicating the date of return and sign off by Principal.

- 1.12 The Key Assignment Log must be sent to the Facilities Services Department at the end of each school year for auditing and tracking purposes.
- 1.13 Keys are not to be reproduced.
- 1.14 For the 2017 school year only, Principals are required to return all collected keys to Facilities Services for numbering purposes. Each key will be numbered and recorded for tracking purposes. Keys will be available for pick up by the school Principal no earlier than August 21, 2017.

**2.0 PROCEDURES FOR FACILITIES SERVICES KEY CONTROL:**

- 2.1 The Facilities Services Department shall be charged with the responsibility of administering and maintaining policy B:04 Keys to Schools, including all record keeping and audit related responsibilities at properties under their control for all keys.
- 2.2 The Senior Manager – Facilities Services (or designate) will be responsible for administering and maintaining all grand master keys.
- 2.3 The Facilities Services Department staff may issue keys to external contractors and approved rental groups if required. Records, which include name, company, phone number, date of issue and return, shall be maintained for all persons to whom keys are assigned.
- 2.4 Keys are not to be reproduced.
- 2.5 Individual key holders, who are assigned keys and/or swipe fob for contract work or approved rental purposes, are responsible to safeguard any key/swipe fob assigned to them from theft, loss or unauthorized use and if experienced, to promptly report theft, loss or unauthorized use to the Facilities Services Administration.
- 2.6 All contractors and groups leaving a Windsor-Essex Catholic District School Board site must ensure all doors are secured. Conditions may also exist where the building security alarm must be set.
- 2.7 Keys and/swipe fobs must not be loaded or made available to any persons other than the authorized key holder.

**3.0 REPLACEMENT OF KEYS:**

- 3.1 The school Principal will report the loss of any keys to the Facilities Services Department immediately upon learning of the loss. Loss information may be transmitted verbally however replacement keys will only be issued after a completed report has been received

and approved by using the Key Loss Report form.

- 3.2 Any request for replacement of internal school keys must be accompanied by a completed Key Loss Report form as prescribed by Facilities Services.
- 3.3 The Facilities Services Department must approve requests for all interior school keys. Costs may be charged to the responsible site unless the circumstances dictate otherwise.
- 3.4 Any contractor or group may be held responsible for the cost of replacing lost or stolen keys/swipe fob including the cost of re-keying all locks rendered insecure by the missing keys and/or swipe fob.