



Procedure Section: **Facilities and Equipment**

**900**

Procedure Name: **Facilities – Master Key Control**

**906**

## **PROCEDURE**

# **Facilities Master Key Control**

## **Procedure**

Security of the Keewatin-Patricia District School Board (KPDSB) facilities is ensured by means of a key control system as outlined in the following Guidelines.

## **Guidelines**

### 1. General

- a) The Superintendent of Business, or Designate, shall establish and coordinate a school/building master key control system and shall be responsible for supervising this Procedure.
- b) A database of all master keys shall be identified and kept at the KPDSB office.

### 2. Issuance of Master Keys

- a) The Superintendent of Business, or Designate, shall be responsible for the issuing of master keys. School master keys will be issued to the Principal and custodial staff, and only for their exclusive use.
- b) The Superintendent of Business, or Designate, shall be responsible for issuing of keys to all facilities not under the direct supervision of a Principal.
- c) Any person who takes possession of a master key(s) to KPDSB facilities must complete and sign KPDSB Form 906-A – Master Key Issue Agreement prior to receiving the key(s).
  - Keys are not to be issued without signatures being provided.
- d) A copy of the signed Agreement will be kept on file and logged in the online work order lock and key database system.
- e) Lost keys are to be reported immediately to the individual issuing the key.
- f) Holders of master keys are not authorized to release the key(s) to anyone.
- g) Public access to buildings is governed by KPDSB Procedure 325 – Access to Schools.

### 3. Loss or Damage of Master Keys

- a) Loss or theft of a master key shall be reported to the Superintendent of Business, or Designate, immediately, who will make arrangements for the replacement of the key or take appropriate action.
- b) Lost keys, other those mentioned in 3. a) above, are to be reported immediately to the Principal, or in the case of the key issued to a staff member not under the supervision of a Principal, to the Superintendent of Business or Designate.

### 4. Return of Keys

- a) It is the responsibility of the Principal or Manager to ensure that staff leaving the employment of KPDSB return all keys prior to their last day of employment in the school or building.
- b) The KPDSB reserves the right, on request, to regain possession of all keys to schools.

## Table of Key Types and Levels of Issue

Key Type	School Administration and Staff
Grand Master Key	<ul style="list-style-type: none"> <li>▪ Director of Education or Superintendents</li> <li>▪ Managers and Assistant Managers</li> <li>▪ Facilities Maintenance Personnel</li> <li>▪ Learning Technology Personnel</li> </ul>
School/Building Master Key	<ul style="list-style-type: none"> <li>▪ Principal and Vice-Principal(s)</li> <li>▪ Administrative Assistant(s) – as authorized</li> <li>▪ Custodian(s) – as authorized</li> </ul>
<p><b>Note:</b> Keys related to shared, or leased, space will be distributed accordingly by an Assistant Manager from the Facilities Department.</p>	