

PROCEDURE

Facilities Master Key Control

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

Procedures

A. General

1. 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.
2. A database of all master keys shall be identified and kept at the Board Office.

B. Issuance of Master Keys

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

C. Loss or Damage of Master Keys

1. 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 other appropriate action.
2. Lost keys, other than those mentioned in C(1) 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.

D. Return of Keys

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

Table of Key Types and Level of Issue

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