



# SCHOOL DISTRICT #49 (CENTRAL COAST)

## Administrative Procedures Manual

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### Administrative Procedure: O-1 Keys

Date: March 26th, 2012 Updated: November 30, 2018

#### 1. Authorized personnel

- 1.1. All keys issued by the School District No. 49 (Central Coast) Facilities Maintenance and Board Office shall remain the property of School District No. 49 (Central Coast).
- 1.2. Each school and building will have a separate building master key with as many sub - master keys as necessary to accommodate the school needs.
- 1.3. In no circumstances, an employee or contractor shall attempt to, or to have, any school district keys duplicated by anyone other than the Facilities Maintenance Department. Any person in violation may have their key issuance privileges revoked.
- 1.4. It is a violation to tamper with, change, add to, or alter any school district installed locking system by anyone other than the Facilities Maintenance Department; this includes the installation of any locking devices or hardware. Any unauthorized devices or hardware will be removed by the Facilities Maintenance Department and the school or individual responsible for the room may be charged for all costs incurred.

#### 2. Key Requests and Issuance

- 2.1. Staff may be issued keys to a school district school or building upon the recommendation by the school's Principal.
- 2.2. A "Key Authorization Form" must be submitted for such a request. The form must be filled out in its entirety first and then signed by the school Principal and then approved by the Secretary Treasurer or his/her designate.
- 2.3. When a "Key Authorization Form" is received, keys are cut. The individual receiving the key(s) will then sign off the "Key Authorization Form" to verify they have received the key(s) and understand the proper key usage and consequences if the key is lost.
- 2.4. Records of all keys issued will be recorded in a master key tracking log and will be maintained by the Facilities Maintenance Department.

#### 3. Lost Keys

- 3.1. The loss or theft of any key must be reported immediately to the key holder's school Principal and the Facilities Maintenance Department. Replacement of lost, misplaced or stolen keys will be made in accordance with procedures for original issue. Individuals may be assessed replacement charges for lost keys.



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#### 4. Transfer or Loaning of Keys

- 4.1. The transfer of keys between employees is not permitted. Keys must be returned to the Facilities Maintenance Department for re-issue.
- 4.2. Keys are the property of School District No. 49 (Central Coast) and must be used only for the purpose of conducting school district business.

#### 5. Return of Keys

- 5.1. It is the responsibility of the key holder and the school Principal who authorized issuance of the key(s) to assure that all keys are returned to the Facilities Maintenance Department upon the key holders:
  - 5.1.1. Transfer to another school or department;
  - 5.1.2. Termination of employment;
  - 5.1.3. Change of assignment that makes it unnecessary for the key holder to have the assigned keys; or
  - 5.1.4. Commencing an extended leave or medical leave.

#### 6. Contractor and Consultant Access

- 6.1. Keys that are needed by contractors, consultants, or other non-school district users must be authorized by the Facilities Maintenance Department or Superintendent of Schools/Secretary Treasurer.
- 6.2. A "Key Authorization Form" must be filled out by the Contractor or Consultant and signed by the key recipient for issuance.
- 6.3. The Contractor or Consultant will be responsible for making sure that all keys are returned at the end of their project.

#### 7. Key Inventory Audit

- 7.1. All schools and departments will cooperate with the Facilities Maintenance Department and the Board Office in periodic key audits of their school or department. Schools or departments will be notified in advance when their key audit will be conducted.



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### *School District #49 (Central Coast)*

1951 Highway 20, PO Bag 130, Hagensborg, BC, V0T 1H0  
Phone: (250) 982-2691 Fax: (250) 982-2319

### KEY REQUEST FORM

Date: _____ Name: _____ School: _____ Principal: _____	For Maintenance Use Only  Key #: _____
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<i>Superintendent of Schools /Secretary Treasurer Approval</i>	
Date Approved:	_____
Signature	_____

#### Terms and Conditions

Please note an administration and replacement fee of \$150.00 per key will be levied for any lost or unreturned keys, and will be deducted from the employees' payroll to recover the cost. Employee's keys will expire at the end of their employment term.

<i>CONFIRMATION OF RECEIPT OF KEY</i>	
I have read the Terms of Conditions, and understand the \$150.00 fee associated with lost or unreturned key.	
Date Received:	_____
Employee Signature	_____