

KEY POLICY

The Director of Buildings and Grounds is responsible for the administration, control and records of the key system.

1. Keys to locks will be assigned to individuals only.
2. Request for keys must be made to the principal of the building where the request is made. These requests must be forwarded to the Director of Buildings and Grounds only.
3. Assigned keys must be kept in the possession of the individual that they are assigned to.
4. Keys must not be loaned out to anyone.
5. Any personnel leaving the employ of the district before they receive their final check must turn in their key through the principal who in turn forwards the key to the office of the Director of Buildings and Grounds.
6. The Director of Buildings and Grounds will notify the business office that the key has been turned in.
7. Persons reassigned within the district must turn in their key before another key is issued for another location.
8. All interior doors must be locked when school is not in session or not being used by an outside group.
9. No extra keys will be issued without the approval of the Director of Buildings and Grounds.
10. Keys cannot be duplicated as they are of a restricted key system and locksmiths do not have the key blanks.
11. If a key is lost it should be reported immediately to the building principal of which he/she must notify the Director of Buildings and Grounds a new core will be installed in the lock and keys to the new core will be issued to appropriate personnel.
12. A lost key will cost the individual the prevailing cost for each core that is replaced and a key issued.
13. If a key is broken, worn or damaged another key will be issued upon receipt of the unusable key.
14. Justification must be made in writing to the Director of Buildings and Grounds for keys requested.

Adopted: December 10, 1984
Revised: June 14, 1993
Revised: November 13, 2006