

## **Administrative Procedure 545**

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# **BUILDING SECURITY**

### **Background**

The Facilities Department is responsible for the control of, the allocation of, and the provision of all keys, locks and securities. In each school, the Principal will be responsible to follow the procedure outlined below. Locks shall not be changed without the knowledge and approval of the Facilities Department.

### **Procedures**

The key allocation shall be as follows:

#### 1. Grand-Master Keys

Grand-master keys will be issued to senior staff, mobile maintenance personnel and the Division locksmith.

#### 2. Master Key

Master keys for school buildings shall be allocated in the following manner:

- 2.1 Principal and Vice Principal;
- 2.2 Head Caretaker;
- 2.3 Maintenance Personnel;
- 2.4 Principals' offices will be keyed to allow access to only Principal master key and grand master keys.

Logs of key distribution will be maintained on an annual basis by the Principal in consultation with the Warehouse/Storeperson.

#### 3. Submaster – Zone System

- 3.1 Teacher Use Zone – Teachers shall be issued keys that would provide:
  - 3.1.1 Entrance to the school and;
  - 3.1.2 To their particular area of jurisdiction.
- 3.2 Community Use Zone – No keys issued, except as in 3.1 above.
- 3.3 Administrative Zone – To be controlled by the Principal and signed out.

#### 4. Teacherage Keys

The allocation of keys to tenants is detailed in the Tenancy Agreement.

## 5. Division Office/Sub Office Keying

- 5.1 Grand-master keys will allow access to all locks within the buildings except high security areas. High security areas will have keys issued to personnel having authority.
- 5.2 Keys to allow access within the buildings will be issued to personnel as designated by the Director.

## 6. Lost Keys

All work required due to lost keys such as replacing cores, keys etc. shall be charged back to the person(s) who lost the keys.

## 7. Security Alarms

- 7.1 Access to buildings equipped with security alarms will be allowed to personnel who have been issued entrance keys. Schools must advise the Facilities Department of codes being used to shunt alarms.
- 7.2 All buildings equipped with Auto-Dialler Alarm Systems must have contact people designated and names/numbers forwarded to alarm monitoring company.
- 7.3 Housing units can be equipped with security alarm systems. Tenants are to arrange and will be reimbursed.

Reference: Sections 85, 87, 108, 109, 110, 116, 175, 231 Education Act