

ACCESS TO BUILDINGS

Background

The Principal is delegated the authority to issue school keys and codes to staff members. He/she, in turn, accepts responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District.

The Director of Facilities and Operations is delegated the authority to issue keys and codes to all non-school buildings. He/she, in turn, accepts responsibility for the security of non-school buildings.

Procedures

1. The Principal shall maintain a key and code inventory.
2. For purposes of security and maintenance, the Director of Facilities and Operations has the sole responsibility for having keys cut. The supply of master keys is to be kept to a minimum.
3. Locks may be changed only by the Director of Facilities and Operations and only after having received the concurrence of the Principal and the Superintendent.
4. The Director of Facilities and Operations shall maintain a key and code inventory for non-school buildings.

*Reference: Sections 20, 22, 23, 65, 85 School Act
Occupational Health and Safety Regulation
National Building Code
National Fire Code*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)