

ACCESS TO BUILDINGS

BACKGROUND

The Principal is the delegated authority to issue school keys, alarm codes and fob cards to staff members. The Principal is responsible 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 the delegated authority to issue keys and codes to all non-school buildings and those issued to contractors doing work on schools and non-school buildings.

PROCEDURES

1. The Principal shall maintain a key, alarm code and fob card inventory.
2. For purposes of security and maintenance, the Director of Facilities and Operations has the 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.
4. The Director of Facilities and Operations shall maintain a key and code inventory for non-school buildings and will keep an inventory of keys and fobs distributed to contractors approved to be onsite for necessary maintenance repairs. The return of keys and fobs to contractors is the responsibility of the Director of Facilities and Operations.
5. Lost keys or FOB cards will immediately be notified by the Principal to the Director of Facilities and Operations to assess the risk and need to change locks and or deactivate lost FOB cards.
6. The return of keys and fobs to the Principal is required immediately when a staff member is transferred or not employed by our school district anymore.

*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)

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