

# 107643

ECAA

## **KEYS TO BUILDINGS**

### **Responsibility**

The Manager, Maintenance and Safety shall maintain a database identifying all divisional key set holders and school-specific key set holders.

The Manager, Maintenance and Safety shall assign vandal alarm codes to divisional key set holders and school-specific key set holders. Key holders must not share vandal alarm codes.

The Principal of each school shall maintain a current list of all teaching staff who have school-specific classroom keys issued by the Principal.

The Principal of each school shall maintain a lockable key cabinet containing any spare school-specific classroom keys, the Principal's loaner set of keys, a gate key, and additional Hex keys for recess supervisors.

The Principal of each school may provide the Principal's loaner set of keys to staff for short-term use. Staff who may use the Principals loaner set of keys must obtain a temporary alarm code from the Manager, Maintenance and Safety prior to entering the school. Failure to use a temporary alarm code will result in an alarm and possible attendance by police.

The Principal of each school shall manage any/all card-reader entry systems or access control key-pad systems used in the school.

### **Definitions**

#### **Exterior Grand Master Key**

An exterior grand master key will open all exterior doors to every building within the school division. It is a divisional key.

#### **Interior Grand Master Key**

An interior grand master key will open all interior doors in every building within the school division. It is a divisional key.

ADOPTED	REVIEWED	REVISED	PAGE
30/Oct/85		May 8, 2018	1 of 4
		08-10-18	

**School Exterior Key**

A school exterior key will open the exterior door to a specific school. It is a school-specific key.

**School Interior Master Key**

A school interior master key will open all interior doors in a specific school. It is a school-specific key.

**Classroom-Specific Key**

A school classroom-specific key will open classroom doors but will not open service room doors such as boiler rooms, fan rooms, and electrical service rooms. It is a school-specific key.

**Vandal Alarm Box Key**

The Vandal alarm box key will open the box containing the alarm keypad. It is a divisional key.

**Fire Alarm Annunciator Panel Key**

The fire alarm annunciator panel key will open the fire alarm annunciator panel. It is a divisional key.

**Hex Key**

A Hex key locks panic hardware on exterior doors in the open or closed position. It is a school-specific key.

**Special-Use Keys**

Special-use keys may include keys for gates, light keys, sheds, and electrical lock-out. The Manager, Maintenance and Safety shall issue special-use keys to tradesmen, caretakers, cleaners as required.

**Key Sets**

Keys on key sets created by the Manager, Maintenance and Safety must not be removed from the key set for any reason.

**Vandal Alarm**

All buildings have an alarm system. An alarm monitoring company dispatches police when there is movement within an armed building.

ADOPTED	REVIEWED	REVISED	PAGE
30/Oct/85		May 8, 2018	2 of 4
		08-10-18	

**Remote-Entry Systems**

Remote-entry systems allow staff to identify visitors or staff prior to granting them entry to the school. The system has a “call” button, a speaker system, and device used to unlock the door from an interior office or daycare room.

**Card-Reader Entry Systems**

Card readers are the devices that detect and read access cards when placed inside or near the reader. They are located on the door that the access system controls. Card reader systems may be set to operate only during certain times. For example, a teacher or daycare worker may use an access card to enter a locked door from 9:00 a.m. – 4:00 p.m. but not at any other time. It is the Principal’s responsibility to manage card-reader entry systems.

**Access Control Keypads**

Access control keypads have numeric keys that allow users to enter in a multi-digit code in order to enter a particular area. The keypads may be set to operate only during certain times. For example, a teacher or daycare worker may use the keypad to enter a locked door from 9:00 a.m. – 4:00 p.m. but not at any other time. It is the Principal’s responsibility to manage access control key-pad systems.

**Divisional key sets**

The Manager, Maintenance and Safety shall issue a divisional key set and an alarm code to the following:

- Superintendent/CEO
- Secretary-Treasurer/CFO
- Assistant Superintendent
- Director, Facilities and Operations
- Manager, Maintenance and Safety
- Project Officers
- Supervisor, Night Custodial Staff
- Supervisor, Maintenance Shop
- Tradesmen
- Relief Caretakers and Cleaners
- Director of Information Technology
- Information Systems Support Technicians
- Alarm Responders

ADOPTED	REVIEWED	REVISED	PAGE
30/Oct/85		May 8, 2018	3 of 4
		08-10-18	

The Manager, Maintenance and Safety shall issue a divisional key set and an alarm code to the following for short-term use:

- Weekend Boiler Checkers

### **School-Specific Key Sets**

The Manager, Maintenance and Safety shall issue a school-specific key set consisting of an exterior key, a school-specific interior master key, a fire panel key, a hex key, and a vandal alarm box key, to the following:

- Principals
- Principal's loaner set
- Vice-Principals/teacher designate
- Caretakers
- Cleaners

The Manager, Maintenance and Safety shall issue a school-specific interior key set consisting of a school-specific interior master key, a fire panel annunciator key, and a hex key to each school for each assistant cleaner. This key set must remain in the school in a secure location, usually the caretaker's office.

The Manager, Maintenance and Safety shall issue a school-specific key set consisting of an exterior key, a school-specific interior master key (if necessary), a vandal alarm box key and alarm codes to the following for short-term use:

- Casual cleaners
- Contractors
- Event staff

The Manager, Maintenance and Safety shall issue school-specific key sets consisting of a school exterior key, daycare-specific (classroom) interior keys, a vandal alarm box key and alarm codes to the following:

- Daycare directors (3 sets per daycare)

The Manager, Maintenance and Safety shall issue school-specific classroom keys to each school Principal to manage and distribute to teaching staff.

All key-holders are responsible for their keys. Lost keys must be reported immediately to the person who issued the keys. Key-holders shall not add any identifiers (school lanyards, nametags etc.) to keys.

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ADOPTED	REVIEWED	REVISED	PAGE
30/Oct/85		May 8, 2018	4 of 4
		08-10-18	