

#108350

ECAA

### **ACCESS TO MAINTENANCE SHOP/COMPOUND**

In order to safeguard the supplies (stores), equipment and tools located in the Maintenance Shop building and compound, it is necessary to establish procedures related to the issuing of keys and access to maintenance areas. The Supervisor, Maintenance Shop will be responsible for administering these procedures and for the overall control of stores, equipment and tools in the Shop area.

Shop Keys Will Be Issued on the Following Basis:

**A. Shop Compound**

All supervisors, tradesmen, bus drivers, truck driver, courier, utility men, storesman and transportation secretary (ie. all permanent employees).

**B. Shop Compound Lock up**

Maintenance Shop supervisors and storesman.

**C. Secured Stores Areas and Loading Dock**

Maintenance Shop supervisors and storesman.

**D. Shop Work Areas**

Keys to each shop work area will be held by Maintenance Shop supervisors and by tradesmen as follows:

Carpentry and Paint Shop  
utilityman, carpenters

Carpentry Shop Tools and Valuables Lockup  
utilityman, carpenter

Glazier Shop  
utilityman, glazier; utilityman, phys.ed

Controls Shop

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utilityman, electronics

Mechanical Shop

utilityman, electronics; utilityman, mechanical; plumber

Grounds Lockup

utilityman, grounds; gardener;

**E. Shop Offices (stores, foremen)**

Foremen will have keys to their own offices and the stores office, storesman has keys to the stores office.

**F. AV area**

AV Tech; Courier.

**G. Transportation Office**

Transportation Supervisor and secretary.

**H. Custodial Supervisors Office**

Custodial Supervisors.

This Policy is Written Based on the Following Criteria:

- A. Shop Hours of operation will be 6:00 a.m. until 5:00 p.m. except for six weeks in the summer and during Christmas and Spring Breaks when they will be 7:30 a.m. to 4:00 p.m.
- B. Keys will only be issued to those employees who require access to carry out normal work or additional assigned duties after hours such as call outs and grounds tasks.
- C. Employees not issued keys but wishing to access the shop after hours may sign out keys from the foreman for the period of intended use. Employees may use the shop work areas after hours but must inform the foremen and obtain keys for the particular shop work area to be utilized. Protelec

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dispatch should be notified of the entry and estimated close up time so that a "fail to close" alarm will be activated. This will alert staff on the call out list that something may have gone wrong at the shop.

- D. Key access to the various areas of the Maintenance Shop is based on the following general principals:

**a. Compound**

Keys will be issued only to supervisors and personnel who require access after hours (grounds staff, courier, tradesmen, and personnel on the vandal alarm and call out lists).

**b. Compound Lock Up**

Keys will be issued only to supervisory staff and the storesman.

**c. Shop Building**

Keys will only be issued to supervisory staff and employees who require access after hours (ie. Maintenance Shop tradesman, groundsman, courier and personnel on call out and vandal alarm lists).

**d. Shop Stores**

Keys will be issued only to supervisory staff and the storesman.

**e. Shop Work Areas**

keys will be issued to supervisory staff, the storesman and the tradesmen who work out of each individual area.  
General Procedures Governing Shop Access

- A. Keys will be issued to maintenance and transportation staff in accordance with this policy.

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- B. The compound will be kept locked except for normal hours of operation 6:00 a.m. to 5:00 p.m. during the school year and 7:00 a.m. to 4:00 p.m. during the summer months when the Transportation Secretary is not working.
- C. The shop building will be open when occupied during normal hours of operation. The exterior door will be equipped with a contact bell to indicate someone has entered the building. When the building is not occupied during normal hours of work, it shall be locked.
- D. Shop work areas may be left open during normal hours to facilitate access to shop tools, however, the doors must be locked if the shop building is left unattended.
- E. Shop stores areas and the loading dock area will be locked at all times and opened by the storesman or supervisors for issuing material or loaning equipment.
- F. The shop will be opened in the morning by the Transportation Secretary or Supervisor, Transportation.
- G. The shop will be locked up at 5:00 p.m. by the shop storesman, foremen or custodial supervisors.

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