

KEY CONTROL / ACCESS TO BUILDINGS

FILE: ECAB

TITLE: Key Control / Access to Buildings

POLICY:

- (1) The district's Operations and Maintenance Department will support district-wide work location keying systems. The management of all keys used in a work location shall be the responsibility of the work location supervisors. Requests for permanent issuance of keys shall be made only in those instances where an employee needs a key in order to carry out normal activities necessitated by the position which he/she holds. When the need for a particular key is of a temporary nature, a key shall be issued on that basis and shall be returned immediately following termination of the need for its use. The issuance and return of all keys must be documented by the work location supervisor and records kept on hand for review.
- (2) The issuance of keys for new school or renovation projects will only be made at the time of substantial completion with sign off by representatives from the district's Operations and Maintenance Department, the Safety and Security Department, the Building Code Compliance Office and the Design and Construction Department. In the interest of security, educational space work location supervisors' initial issue of Grand Master and Sub Grand Master keys will be limited to 7 each for high school, 5 each for middle and 3 each for elementary school. If additional key sets are needed, the work location supervisor will submit a request with justification through the leadership chain for coordination and validation prior to the Operations and Maintenance Department cutting additional Grand Masters or Sub-grand Master keys. After additional Grand Master or Sub-grand Master keys are cut, only Security Services shall issue Grand Master and Sub-Grand Master keys to work location supervisors. Those keys shall only be issued to the work location supervisor or a designated person. A receipt showing the number of the key and room(s) or building(s), which it opens, shall be signed by the person to whom the key is issued. This receipt shall be filed in lieu of the key and shall be returned to the employee upon return of the key.
- (3) Each work location supervisor shall set up a key control system with a record of the number of each key filed and room that it operates. Key control procedures are subject to audit by the Safety, Security and Environmental Services Department or the OCPS Internal Audit Section.
- (4) The person issued a key shall be responsible for its safekeeping and shall pay for a duplicate key if lost. Duplicate or replacement keys shall be obtained only through the Operations and Maintenance Department. The school board prohibits the duplication of school keys otherwise.
- (5) Keys shall be used only by authorized employees and shall never be loaned to students or private citizens.
- (6) Grand Master and Sub-Grand Master keys shall never be loaned.

- (7) Each work location supervisor will perform and document an annual key control inventory. A copy of that inventory shall be on file at the work location for at least three consecutive years.

STATUTORY AUTHORITY: Section 1001.41, 1012.23(1) Florida Statutes

ADOPTED: 11/17/08