

## **OPERATIONS AND MAINTENANCE OF SCHOOL PROPERTY**

### **District Key Control**

The Facilities and Operations Department shall maintain a key record system for all doors. Building principals and/or the Director of Facilities and Operations shall ensure the following requirements are met:

1. Exterior door keys shall be issued only to employees who have responsibilities which require admittance to buildings during hours other than the school day.
2. Master keys should be limited to the building principal, the head building custodian, maintenance staff and the fire district serving the school.
3. Building keys shall be turned in by faculty and staff at the termination of their employment, or at the close of the school year.
4. No person shall possess keys for any building without the knowledge of the building principal or the Director of Facilities and Operations.
5. One complete set of district keys shall be kept under lock and key by the Director of Facilities and Operations, for emergency purposes.
6. No employee shall make a copy of any district key.