

POLICY NO. 3070
Adopted: 2-14-79

DOOR KEY CONTROL

POLICY:

It shall be the policy of the Lake Stevens School District to provide a standardized system of Door Key Control so that all keys to all buildings and spaces are in responsible hands and utilized and accounted for. An annual audit of keys shall be required. Persons who have district keys in their possession are responsible for the keys and will be held financially accountable for the replacement of keys and of certain control cores in the case keys in their possession are lost or stolen.

DOOR KEY CONTROL

PROCEDURES:

1. Building principals and the Supervisor of Maintenance will be responsible for the issuance of all keys.
2. Records will be kept of all personnel who have keys in their responsibility.
3. Building principals and the Supervisor of Maintenance will be responsible for the collection of all keys during the summer vacation and from employees who terminate their employment with the district.