

ROLLING RIVER SCHOOL DIVISION POLICY

Building Access

ECAB/P

The Board of Trustees approves employee access to school buildings after regular working hours subject to the following provisions:

- All Division buildings will have intrusion alarm and/or surveillance systems to protect against illegal entry and vandalism.
- The Division will maintain a Grand Master – Master and Individual key system.
- The Maintenance Supervisor will control and approve the creation of building keys and access codes.
- Access after normal working hours will be limited to employees whose work, as approved by the Building Supervisor, requires such access on a regular basis.
- The Division will maintain an inventory of all employees who are approved for after hours building access.
- Access to buildings and distribution of keys will be controlled as follows:

Grand Master keys will open all doors of any School Division building and will be issued to:

Maintenance Supervisor	Superintendent
Assistant Superintendent	Secretary-Treasurer
Computer Consultant	Computer Technicians
Maintenance Workers	

Master keys will open all interior and exterior doors in a specific school and will be issued to:

Principal	Vice-Principal
Custodian and Cleaners	School Secretary

Outside door keys will open the main entrance exterior door and may be issued to any employee who the Building Supervisor deems will require regular access to the building after normal working hours.

Inside room door keys will open specific office / classroom doors and may be issued to an employee who the Building Supervisor deems will regular require access to a specific room / office after normal working hours.

Gas tank and Bus Compound keys will open the Division School Bus Compound and fuel tanks and may be issued to School Bus Drivers, transportation and maintenance employees who the Transportation Supervisor deems will require access to the compound / fuel tanks after normal working hours.

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Date Adopted: April 22, 2004

Date Revised: September 9, 2004

Date Revised: October 6, 2005

Date Reaffirmed: October 22, 2008

ROLLING RIVER SCHOOL DIVISION REGULATION

Building Access

ECAB/R

Building access will be controlled by the following procedures.

Responsibility for the control and issuing keys and access codes will be as follows:

1. The Maintenance Supervisor will be responsible to control creation and issuance of keys to Building Supervisors.
Building Supervisors are defined as follows:

<i>School</i>	<i>School Principal</i>
Maintenance Building	Maintenance Supervisor
Division Office	Secretary-Treasurer
Transportation Garage	Transportation Supervisor
2. The Maintenance Supervisor will maintain an accurate and current inventory of all exterior and interior keys issued to Building Supervisors.
3. Building Supervisors will be responsible to:
 - control issuing keys to employees whose work reasonably may require access after normal working hours
 - complete and maintain a Building Access Release Form for all employees who are issued a key and access code
 - maintain an accurate and current inventory, (Building Access: access Code – Key Inventory form), of all exterior and interior keys and access codes issued to employees
4. Building Supervisors may maintain one extra master key that may be issued to an employee on an occasional basis as required. Appropriate records documenting the release of this key and the Building Access Release Form must be completed prior to any occasional issuance of this key.
5. Building Supervisors must complete an inventory of the distribution of all building keys on the last and first day of the school year and have the Building Access Release Form completed, renewed, or removed as applicable.
6. Building Supervisors may restrict employee access to buildings after normal working hours and/or during school breaks, (summer, Christmas and Spring breaks), as necessary for cleaning and building maintenance activities. Building Supervisors will advise affected staff, Division Office and the Maintenance Supervisor of any times of restricted access.
7. Any discrepancies regarding locks or keys in the Division must be reported to the Maintenance Supervisor.

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ROLLING RIVER SCHOOL DIVISION REGULATION



Rolling River School Division Building Access Release Form

School / Building: _____

Keys Issued: General Master Master Exterior Door
 Interior door (specify room(s)) _____

Access Code Issued: _____

I, the undersigned, acknowledge receipt of the keys designated above. I agree to maintain possession of the keys at all times and do guarantee that I will not loan, transfer, give possession, misuse or alter the key(s). I further guarantee that I will not cause, allow or contribute to the reproduction or creation of any copies of the key(s).

I understand and agree that:

1. I will return the key(s) to the Building Supervisor at the termination of my employment or assignment to this building.
2. I will return the key(s) or renew this agreement with the Building Supervisor annually at the end of each school year.
3. The loss of the key(s) or a violation of this agreement may render me responsible for the expenses of the cost to re-key any area(s) affected.
4. In the event that I do not return the key(s) as requested or required and if I have not made payment as per section (3) above, I hereby authorize the Rolling River School Division to deduct the cost to re-key any area(s) affected from my pay.
5. A violation of this agreement may subject me to disciplinary action by the Division.

Date: _____

Printed Name: _____

Signature: _____

Agreement Terminated and Keys Returned:

Date: _____

Building Supervisor Printed Name: _____

Building Supervisor Signature: _____

