

## **ACCESS TO BUILDINGS**

### **Background**

The Principal is delegated the authority to issue school keys and codes to staff members. In turn, the Principal accepts responsibility for the security of the school and for ensuring that it is used only for activities and purposes approved by the District. The Manager of Operations is delegated the authority to issue keys of the schools to all non-District individuals for the purposes of maintenance and to District employees who require access to multiple buildings to perform their duties. The Manager of Operations will communicate to the Principal or Site Manager when keys are issued.

The Manager of Operations is delegated the authority to issue keys and codes to all non-school buildings. In turn, the Manager accepts responsibility for the security of non-school buildings.

### **Procedures**

1. The Principal shall maintain a key and code inventory.
2. The Manager of Operations shall maintain a key and code inventory for non-school buildings.
3. For purposes of security and maintenance, the Manager of Operations has the sole responsibility for having keys cut. The supply of master keys is to be kept to a minimum.
4. Locks may be changed only by the Manager of Operations and only after having received the concurrence of the Principal and the Secretary Treasurer.

Reference: Sections 20, 22, 23, 65, 85 School Act  
Occupational Health and Safety Regulation  
National Building Code  
National Fire Code

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