



## INDEPENDENT PROCEDURE

Title: **Building Security – Key Control**

Procedure No: **9022**

Effective Date: **2000 Nov 01**

Department: Facility Services and Capital Planning

Reference(s):

### 1.0 Purpose

- 1.1 Our goal is to maintain a building that is secure at all times and to have all key and card holders be accountable when entering a school. Security systems are to be on when buildings are unoccupied to ensure the integrity of the facility.

### 2.0 Non-reproducible Keys: Security Cards and M Keys

- 2.1 Facility Services provides non-reproducible M keys for certain critical building access locations.
- 2.2 Facility Services provides non-reproducible security cards for certain critical building access and alternate access locations.

### 3.0 Procedures for Issuing Keys and Recordings:

- 3.1 The issuance of school security door M keys is limited (as reference in)
- 3.2 Issuing and recording of TVDSBGM keys will be the responsibility of the Manager of Maintenance.
- 3.3 Issuing and recording of M keys for a Zone will be the responsibility of the Maintenance Supervisor for the Zone.
- 3.4 Issuing and recording of school security door keys will be the responsibility of the Maintenance Supervisor for the Zone.
- 3.5 Issuing and recording of individual room keys will be the responsibility of the Principal in conjunction with the Charge Custodian.
- 3.6 Issuing and recording of interior school M keys will be the responsibility of the Principal in conjunction with the Charge Custodian.

### 4.0 Key Holders

- 4.1 TVDSB GM Keys
  - 4.1.1 Managers of Facility Services and Capital Planning.
  - 4.1.2 Facility Services and Capital Planning staff deemed necessary by the Managers of Facility Services and Capital Planning.
- 4.2 Zone M Keys
  - 4.2.1 Zone Supervisors

Administered By: **Facility Services and Capital Planning**

Amendment Date(s): 2012 Apr. 10, 2023 Feb. 10, 2023 Sept 25

Most Recent EIE Review Date:

- 4.2.2 Maintenance staff
- 4.2.3 Floaters (Custodial)
- 4.3 School Security Door Key
  - 4.3.1 Charge Custodians
  - 4.3.2 Principal
  - 4.3.3 Vice Principal
  - 4.3.4 Custodial staff as deemed necessary by Zone Supervisors
- 4.4 Interior School M
  - 4.4.1 Principal
  - 4.4.2 All Custodial Staff
  - 4.4.3 Vice Principal
- 4.5 Individual Room Keys
  - 4.5.1 All applicable TVDSB school/building staff

5.0 **Notes**

- 5.1 It is recognized that school security keys and interior school M keys may need to be loaned to Board staff under special circumstances at the discretion of the Principal.
- 5.2 It is recognized that the overall responsibility of key control for a school rests with the school Principal.
- 5.3 The control of the key storage case and key issuing records will be under the scrutiny of the Principal and Zone Supervisor.
- 5.4 The cost of re-keying a school, or portion of a school in the case of a lost key, will be the responsibility of the appropriate TVDSB department.
- 5.5 The cost of replacement for unreturned/lost keys is the responsibility of the departmental budget of the keyholder.
- 5.6 The Principal is responsible for all keys they distribute.
- 5.7 The maintenance of all locking devices and systems including reproduction of security door keys shall be the responsibility of the TVDSB Maintenance Department.
- 5.8 A record of zone M keys and school security keys issued will be kept by the TVDSB Maintenance Department.
- 5.9 Special consideration regarding the issuing of additional security door keys will be given on an individual basis.
- 5.10 All portables will be keyed to the interior school M.