

ACCESS TO BUILDINGS

Keys to school buildings shall be given only to those employees whose work, in the judgement of the building principal and/or the Director of Maintenance, requires unrestricted access to the building in question.

Employees will in no circumstances release keys from their possession, or loan them to anyone for any reason. They will not have duplicate keys made. Any employee who loses a key shall report such loss immediately to the building principal and the Director of Maintenance, through whom all new keys must be ordered. The employee may be charged with the cost of changing a lock and/or the cost of new keys.

Employees leaving a building after hours or during weekends and holidays will securely lock the exit door they use and windows.

Employees being transferred to another building in the district will return all keys to the appropriate building principal. At the end of employment with the district, keys must be returned prior to receiving the last pay check.

CROSS REFERENCE: ECA, Buildings and Grounds Security

ADOPTED: April 8, 1986

REVISED: October 10, 2000