

**ACCESS TO BUILDINGS
(KEY CONTROL)**

- (1) The director of maintenance shall have responsibility for the distribution of exterior school keys.
- (2) Teachers shall return any keys that are the property of the division to the principal upon request or upon termination of employment.
- (3) Any personnel having keys to outside school doors shall return these to the director of maintenance upon request or upon termination of employment.
- (4) When a key is lost, the director of maintenance shall be notified immediately.

Effective Date: May 18, 2004

Policy Review Date: May 8, 2018

Amended Date:

Board Motion(s): 335/04

Legal/Cross Reference: