

## **302.2AP – Security of Buildings and Property**

### **Purpose**

The security of all buildings and property of Nanaimo Ladysmith Public Schools shall be the responsibility of the Director of Facilities.

### **Procedure**

The Facilities Department shall ensure that all keys and access cards are properly identified and a school district master record kept showing the school, section or individual to whom the key/card has been issued.

The Director of Facilities shall ensure a minimum number of school master keys/cards are issued while considering principals' and supervisors' requests and the need for building security. (Also control the access levels of cards issued.)

All keys/cards shall be retained in a secure location. Annual check of all keys/cards will be conducted by the Facilities Department.

The Facilities Department must be notified by telephone as soon as possible of the loss of any master keys/cards. A "Key Loss Report Form" must also be submitted. Lost keys/cards (other than masters) must be reported by submitting a "Key Loss Report Form".

Keys/cards are not to be duplicated, except by a person authorized by the Director of Facilities. A principal or supervisor shall be responsible for distributing keys/cards issued to their organization by the Facilities Department and shall ensure a record is maintained showing to whom each key/card has been issued.

A principal or supervisor may only issue keys/cards to staff who are under his/her supervision. All keys/cards issued to school staff by the principals must be collected at the end of each school year and retained for issuance at the start of the next school year.

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Contractors and business firms being issued keys/cards to buildings for any purpose shall be required to make a deposit of \$50.00 for a group key/cards and \$100.00 for master key/card, and if for any reason a key/card is not returned, such deposit shall be forfeited.

Rental keys/cards shall be issued as required on receipt of a deposit of \$50.00 per exterior key/card per organization, or such amount as the Director of Facilities may determine, and if for any reason a key/card is not returned, such deposit shall be forfeited. (See 8000P - Key/Damage Deposit).

**Legal References:**

**Monitoring Method:** *Board of Education / Superintendent*

**Monitoring Frequency:**

**Previous Policy Number:** AP508

**Adopted:** 1964.06.01

**Amended:** 1984.01.11; 2025.01.15