

AP 508 – 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.

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.

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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).

Adopted: June 1964
Amended: January 11, 1984