

BUILDINGS AND GROUNDS SECURITY  
KEY CONTROL SYSTEM

Keys to school buildings shall be given only to those employees whose work in the judgment of the building principal and/or business administrator 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/or supervisor of maintenance through whom all new keys must be ordered. The employee may be charged with the cost of changing a lock and/or cost of new key.

Employees leaving a building after hours will securely lock the exit door they use.

Adoption date: December 7, 1993

Effective date: December 7, 1993

SANFORD SCHOOL DEPARTMENT