

ADMINISTRATIVE PROCEDURES
403.4P KEY ISSUANCE PROCEDURE

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1. The responsible principal or authorized designee will make request for keys.
2. Keys may be requested for regularly appointed District employees for the duration of employment.
3. Obtain appropriate Administrator approval for work order.
4. Receive and sign for authorized keys at District 91 Maintenance and Operations office.
5. Turn in keys when no longer needed, upon employee separation, or prior to issuance of final pay check. Periodic auditing of issued keys may be requested. Keys are to be returned to the immediate supervisor.

DISTRIBUTION OF KEYS

1. The District Administration and Maintenance and Operations Department are to have District Master Keys.
2. Teachers, substitute teachers, and teachers' aides are to have individual building and classroom keys.
3. Only one key per classroom shall be issued to the assigned teacher except where, due to double use or double sessions, more than one teacher is assigned.
4. The cafeteria and food service storerooms are to be on an individual key, available only to Food Services and maintenance personnel.
5. All District Office key requests will be processed through the Business Office.
6. Gate keys open locks to gates. These locks are to be used exclusively for gates. Gate keys are assigned by the Maintenance and Operations Department.
7. All non-employee use of keys will be processed through the Principal or Maintenance and Operations.
8. All keys held by persons on less than a 210 day contract basis shall be turned in and inventoried as part of the checkout procedures at the end of each school year or contract day. These keys may be rechecked out again by that teacher if it is determined that they require summer access to their classroom; if that is not the case, they shall be kept in a key lockbox or safe until reissued in the fall. Keys no longer needed shall be returned to the Lock shop. Each Principal or designee shall perform an annual audit of the key issuance/record form on all keys held by persons on less than a 210 day contract.

LOST, STOLEN, OR MISSING KEYS

1. Initiate a Work Order to replace keys. Include the following information:
 - a. Key number
 - b. Person to issue key to
 - c. Reason for request (lost, stolen, etc.)
2. Keys will be available for distribution within twenty-four (24) hours or the next business day.

Adopted: 06/09/2009