

# Facilities Management Operational Guidelines—Keys and Access Cards

**Approved:** October 19, 2017

An essential element of security is maintaining adequate access control at Toronto Catholic District School Board facilities to allow access to authorized personnel. Each school or department will adopt and implement this policy and follow the Facilities Management Guidelines relating to keys and the issuance of security access cards. All school administrators and department heads within the scope of this policy are responsible for compliance.

## **Responsibilities:**

1. Grand Master keys shall have limited distribution and distributed according to the following protocol. A unique number defines each Grand Master Key. The Grand Master keys provide access to all exterior doors of all Toronto Catholic District School Board facilities. The distribution list may be amended in the future if the current staffing model changes in the Facilities Department:

### Grand Master Key Distribution List:

Superintendent of Facilities	=	01
Security Services Contractor	=	06
Facility Supervisors & Officers	=	20
Facility Managers	=	04
Sr. Coordinator, Operations	=	01
Sr. Coordinator, Maintenance & Energy	=	01
Total Distribution of Grand Master Keys	=	33

2. The original signed copy of the "Grand Master Key holder" form for Facilities Staff will be delivered to the Human Resources Department to become part of the permanent employee record (see Appendix "A").

3. School Internal and External Master keys and security access cards shall have limited distribution and shall be distributed according to the following protocol (see Appendix “C” and “D”). These keys or access cards provide access to all exterior and interior doors of a school facility.

- School Principals or their designate are responsible for security, control, issuance and retrieval of keys/security access cards (generic).
- School Principals or their designate shall be responsible for maintaining the Security Access Control Log.
- School Principals or their designate shall record all interior and exterior master keys and security access cards issued on the Security Access Control Log (see Appendix E).

Master Key Distribution List:

PRINCIPAL	=	School Master
VICE PRINCIPAL(S)	=	School Master
CUSTODIAL	=	School Master

4. School internal keys (pass key) shall have limited distribution and shall be distributed according to the following protocol (see Appendix “B”). These keys provide access to designated staff that work at that school facility.

Pass Key & Security Access Card Distribution List:

School Staff = Internal pass keys for individual classroom and common use rooms only

- Principals or their designate at the beginning of each school year will issue keys or access cards to all staff. Staff members must sign the TCDSB Internal School Pass Key Agreement (Appendix B) when keys and access cards are issued and upon return of keys and access cards.
- All Internal School Pass Key and Security Access Agreement Forms are to be kept in the School Key/Access Card Management Binder and also filed electronically with Human Resources.
- At the end of each school year, the School Principal or designate will be responsible for collecting all keys and non-photo access cards (generic) issued to staff. Keys and generic access cards are to be kept in a secure location during Christmas, March Break and Summer months.

- At the beginning of each school year, as required the School Principal or designate is to submit a request to the Superintendent of Facilities or designate for additional generic security access cards.
  - Throughout the course of the school year, if required, the School Principal is to submit their request through the Area Superintendent for additional generic security access cards due to breakage, loss or for increased staff. The Area Superintendent is to submit a funding source with an approval to the Superintendent of Facilities or designate.
5. School Temporary Keys or Access Card Distribution:
- Spare keys or access cards provided to temporary support staff must be held in a secure location at the school.
  - Temporary staff provided temporary keys or access cards must sign the Internal School Pass Key Agreement Form.
    - All completed forms must to be kept in the Key/Access Management Binder and also filed electronically with Human Resources.
6. The "Gold Box" shall contain the current internal Master Key for school and portables. This "Gold Box" is typically located at the front door by the security panel.
7. The Master Key cylinder shall be solely registered to TCDSB and be a high security cylinder of the type "ASSA.
8. Key and Security Access Card Holder Responsibilities:

The Board reserves the right to impose a fee to an employee for replacement of school keys or security access cards that are reported lost, stolen or damaged. The replacement fee would be reviewed annually and payment for keys or security access cards would be made through a payroll deduction.

The Board requires all employees to treat their keys and security access card with the same respect as all other Board property issued to them.

The estimated cost to re-key internal or external master locks is \$25,000 to \$80,000 dependent on school size and the number of locks that need to be re-keyed. Therefore, it is the responsibility of Board employee to safe-guard their keys and access cards.

9. Responsibility of Technical Services & Human Resources:

Staff work assignments, as defined in the TCDSB HR system, will have their security cards automatically reprogrammed to be accepted at their new locations.



APPENDIX "A"

# TCDSB GRAND MASTER KEY PROGRAM FACILITIES STAFF ONLY

\_\_\_\_\_ STOLEN/LOST  
\_\_\_\_\_ REPLACEMENT / BROKEN  
\_\_\_\_\_ RETURNED

KEY CODE: \_\_\_\_\_ KEY NUMBER \_\_\_\_\_ GOLD BOX KEY # \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

LOCATION # \_\_\_\_\_ POSITION: \_\_\_\_\_

NAME: \_\_\_\_\_  
Print Name in Full

SIGNATURE: \_\_\_\_\_

In accordance with Board Policy BB05, I \_\_\_\_\_ read & agree to be bound by the  
(name)  
rules and regulations as set forth in the said Policy.

AUTHORIZED BY: \_\_\_\_\_  
Print Name in Full

AUTHORIZED BY: \_\_\_\_\_  
Signature

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Distribution List:**

H. R. Department (date received & initial prior to placing in employee file)  
Superintendent of Facilities Services/Designate  
Key Holder  
Master Key Database Repository



## INTERNAL SCHOOL PASS KEY & ACCESS CARD AGREEMENT

SCHOOL NAME: \_\_\_\_\_ KEY NUMBER \_\_\_\_\_

LOCATION # \_\_\_\_\_ ACCESS CARD: \_\_\_\_\_

ACCESS DOOR: \_\_\_\_\_ DATE: \_\_\_\_\_

SCHOOL PRINCIPAL: \_\_\_\_\_ Signature: \_\_\_\_\_ Key Number \_\_\_\_\_  
Print Name

*In accordance with Board Policy BB05, I \_\_\_\_\_ read & agree to be bound by the Rules and regulations as set forth in the said Policy. (print name)*

AUTHORIZED BY: \_\_\_\_\_  
Print Name in Full

AUTHORIZED BY: \_\_\_\_\_  
Signature

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Distribution List:**  
School Copy  
H. R. Department  
Superintendent, Facilities Services  
Key Holder



APPENDIX "C"

# MASTER KEY EXTERNAL SCHOOL AGREEMENT

LOCATION # \_\_\_\_\_ KEY CODE: \_\_\_\_\_  
School Name \_\_\_\_\_ KEY NUMBERS: \_\_\_\_\_  
\_\_\_\_\_

SCHOOL PRINCIPAL: \_\_\_\_\_  
Print Name in Full

SIGNATURE: \_\_\_\_\_

In accordance with Board Policy BB05, I \_\_\_\_\_ read & agree to be bound by the  
Rules and regulations as set forth in the said Policy. (name)

AUTHORIZED BY: \_\_\_\_\_  
Print Name in Full

AUTHORIZED BY: \_\_\_\_\_  
Signature

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

Distribution List:  
School File  
HR Department for employee file  
Superintendent, Facilities Services/Designate  
Key Holder



APPENDIX "D"

# FOR SCHOOL PRINCIPALS/VICE PRINCIPAL(S) & CUSTODIANS INTERNAL MASTER SCHOOL KEY & ACCESS CARD AGREEMENT

\_\_\_\_\_ LOST  
\_\_\_\_\_ STOLEN  
\_\_\_\_\_ REPLACEMENT/ BROKEN  
\_\_\_\_\_ RETURNED  
\_\_\_\_\_ NEW

SCHOOL NAME: \_\_\_\_\_ KEY CODE: \_\_\_\_\_

LOCATION # \_\_\_\_\_ KEY NUMBER \_\_\_\_\_

ACCESS CARD \_\_\_\_\_

POSITION: \_\_\_\_\_

NAME: \_\_\_\_\_

**Print Name in Full**

SIGNATURE: \_\_\_\_\_

In accordance with Board Policy BB05, I \_\_\_\_\_ read & agree to be bound by the Rules and regulations as set forth in the said Policy. (*name*)

AUTHORIZED BY: \_\_\_\_\_

**Print Name in Full (School Principal)**

AUTHORIZED BY: \_\_\_\_\_

**Signature**

POSITION: \_\_\_\_\_

DATE: \_\_\_\_\_

**Distribution List:**

School Copy

Employee

HR Department





## Security Access Control Log for Keys and Access Cards

APPENDIX "E"

**School Name:** \_\_\_\_\_ **Principal Signature:** \_\_\_\_\_

**Notes:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_ **Date of Audit:** \_\_\_\_\_

FIIRS NAME	EMPLOYEE	Principal/Vice Principal	Master	Internal	Pass	Access Card #	Confirmed	Signature	Comments
LAST NAME	NUMBER	Custodian/Teacher	Key #	Master #	Key #		Yes / No	of employee	

**External & Internal Master Key Distribution List:**

1. Principal
2. Vice Principal
3. Caretaker(s)

**Key Distribution List (Internal Pass Key & Access Cards)**  
Teaching Staff for internal & common use rooms only