

**POWAY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURE**

Originator: Executive Director, Facilities

Issue No: 5

Date: 5/9/05

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Reference: Form FAC-2

ARTICLE: 6.0 BUSINESS SUPPORT SERVICES

**6.20 MAINTENANCE AND OPERATION
OF FACILITIES**

6.22 FACILITY SECURITY

SECTION 6.22.2 Locks and Keys

The buildings on each school site shall be properly controlled by a master key system. Each site will order and be responsible for the distribution of master and other keys to all authorized personnel. The District locksmith shall maintain key code records, which shall be retained indefinitely at the Maintenance and Operations office.

All keys will be signed for and issued by the site and shall be returned to the site prior to termination of service with the District, or upon request. The District will take whatever steps are appropriate and necessary to ensure that all District property and keys are returned upon separation from the District.

Master Keys

Personnel listed herein are authorized to have possession of master keys through the Maintenance and Operations Department:

District Office Administrators

Maintenance Personnel (as designated by the Supervisor of Maintenance and Operations)

Additional school personnel requiring master or other keys must first obtain permission from the Principal, who will make this request in writing to the locksmith on a work order. District Office employees shall obtain permission from their department director or from a member of Superintendent's Cabinet. After approval, an order for keys shall be submitted electronically online using MS2000 to the Maintenance and Operations office through the lead custodian, custodial supervisor, or principal's administrator. At the District Office, orders shall be submitted by administrative assistants for Directors or Superintendent's Cabinet members.

All school personnel requiring keys for kitchens must first obtain permission from the Director, Food and Nutrition Department, who will make this request in writing to the locksmith on a work order.

Gate Keys

Gate keys shall be issued only to those authorized personnel indicated above, or approved by the Supervisor of Maintenance and Operations. Sites may also order gate keys for their personnel.

Keys shall be duplicated **only** by Maintenance and Operations.

Security

Key distribution shall be made in a manner to preserve security and protect District property. **At no time shall keys be issued to students or non-employees.** The number of keys issued will be minimized and limited to actual need. When feasible, keys issued to substitute employees shall be collected by the immediate supervisor or manager at the end of each workshift.

Lost Keys

Keys lost by personnel shall be reported immediately by the school to the Maintenance and Operations Department.

Requests for replacement of keys or ordering of new keys shall be submitted electronically online using MS2000 to the Maintenance and Operations Department through the Lead Custodian, School Secretary, or Food and Nutrition Department.