



Policy

Title: Control of Keys to Board Owned Buildings	Policy #: PO403
Policy Area: Operations	
Source: Superintendent of Facilities Services	
Date Approved: January 5, 1998	
Dates of Amendment: October 26, 2009; November 9, 2015	

1.0 **Introduction**

The Durham Catholic District School Board recognizes its duty to protect and secure all Board properties as mandated under the Education Act, Section 170 (1) Duties of Boards.

2.0 **Definitions**

Board Owned Properties – refers to all properties including permanent structures and portables owned by the Board.

3.0 **Purpose**

The purpose of this policy is to outline the control of keys that govern the access and security of Board owned properties.

4.0 **Application/Scope**

This policy applies to all employees and supervisory staff who are authorized and issued keys to Board properties.

5.0 **Principles**

The Board believes that:

- 5.1 All Board owned properties will be equipped with locks in accordance with a grand master, master and sub-master locking system.
- 5.2 Access to Board owned properties will be by hard key and/or electronic access.

5.0 **Principles** (Cont'd)

The Board believes that: (Cont'd)

- 5.3 The Board shall limit and control the issuance, distribution and accountability of grand master, master and sub-master keys and electronic keys for Board owned properties as outlined in this policy and attendant confidential standard operating procedure.

6.0 **Requirements**

- 6.1 The Director of Education shall issue a confidential standard operating procedure to support this policy and amend the procedure thereafter as the need may arise.
- 6.2 The attendant confidential standard operating procedure will clearly outline procedures associated with building access, locking devices, issue and control of keys, electronic access distribution, loss of keys, access to Board properties during unoccupied times, replacement of keys and keying standards.
- 6.3 The assigned Superintendent will be responsible for application of this policy and the attendant confidential standard operating procedure.

7.0 **Sources**

- Access to School Premises Policy (PO604)
- Emergency Preparedness Policy (PO414)
- Education Act, Section 305, O.Reg. 474/00 Access to School Premises