

# OLDHAM COUNTY BOARD OF EDUCATION POLICY

## DOOR AND LOCK KEYS

6045

*Relates to: 6045F*

The safety and security of the Oldham County Schools' facilities depend on maintaining effective control of building keys, including access cards and key fobs programmed for building entry (access devices). Principals shall submit a list of each person to whom they have assigned a key or access device on the Key Assignment Form (6045F) by September 15<sup>th</sup> each year. No one other than board employees may have a key or access device, except those persons authorized by the Superintendent.

Every person who is assigned a key or access device shall abide by the following rules:

1. Keys and access devices shall be kept under the control of the person to whom they are assigned, and may not be loaned or given to anyone without the written permission of the building principal. Persons assigned keys, fobs, or access cards are prohibited from attaching them to lanyards that include the school or district name, or logo. Keys, fobs, and access cards are not to be attached to employee badges in any manner.
2. Anyone in possession of assigned keys and access devices must notify the building principal immediately if they are lost or misplaced.
3. Keys shall not be duplicated.
4. If assigned keys or access devices are lost, the person responsible will be charged the cost of replacement, including the cost of re-keying or reprogramming, if necessary. The cost for replacing a lost Master Key will be \$50 for the first key lost. The replacement cost for a second lost Master Key by the same employee will be determined by the cost associated with rekeying the building or an area of the building, with a minimum of \$500.
5. Upon leaving employment from the Board, employees possessing assigned keys or access devices shall return them to the building principal. Receipt of final payroll check will be contingent upon return of assigned keys and access devices.

The building principal is responsible for keeping a record of all keys and access devices assigned to his or her employees or to others. Request for the cutting of new keys or programming of electronic access devices shall be approved by the Director of Facilities Management and processed through the Oldham County Board of Education Facilities Department.

The keying system to be utilized when re-keying or setting up a new key system for a building shall be as follows:

- Level 1: Great Grand Master: fits all locks in the system.
- Level 2: Maintenance Master: fits all locks in the system except bookstore, records room, dry food storage and bookkeeper's office.
- Level 3: Building Master: fits all locks within a particular building except the bookstore and dry food storage.
- Level 4: Individual Building Groups Master: fits lock within a particular area, *i.e., exterior doors, kitchen, gym/athletic, administrative area, library media, janitor/mechanical rooms.*
- Level 5: Individual Locks: fits only one particular door or group of rooms.