



RED CLAY CONSOLIDATED SCHOOL DISTRICT
ADMINISTRATIVE MEMORANDUM

KEYS TO DISTRICT FACILITIES | 5012.2

The following guidelines are provided in order to effectively control the distribution of, and accountability related to, keys to District facilities:

1. Each school will be provided with a locked key box containing all of the keys assigned to that school according to the District Key Schedule.
2. Grand Master Keys will be assigned to building administrators and custodians only.
3. At the beginning of each school year, faculty members will be issued a key to their assigned classroom and any other keys necessary to accomplish their assignments. For security purposes, these keys are to be maintained on a key ring that does not display the name of the employee or the identification of the school.
4. Lost or stolen keys will be reported immediately to the building administrator, who will contact the Office of Facilities as soon as practical.
5. The cost of replacement keys will be \$50.00 each. Charges will be automatic through the work order process.
6. At the end of the school year, faculty members are required to turn in their classroom keys to the building administrator responsible for key management. In the event that faculty members require entrance to classrooms during the summer break, a custodian or building administrator will be required to provide access.
7. Employees or students needing access to elevator keys shall request these keys through the school nurse (or the Manager of Human Resources in the case of central office). The attached form should be used to request the key and shall be filed by the school nurse or Manager of Human Resources. Lost elevator keys will be billed to school/department budgets in accordance with #4 above.

Questions about the information contained in this administrative memorandum should be directed to the Assistant Superintendent.

Issued August 22, 2007
Revised N/A