SUPPORT SERVICES

**Key Control**

I. Purpose

The purpose of this regulation is to state specific procedures and responsibilities for key control in buildings and facilities of Prince William County Public Schools, including after hours and emergency access into facilities.

II. Procedure

Each building administrator shall develop specific procedures regarding key control to ensure the following:

A. All keys used in school buildings and facilities shall be the responsibility of the respective building administrator.

B. The building administrator shall be responsible for operating and maintaining a key control system for that school building or facility.

C. Keys shall be issued through the building administrator.

D. Individuals entrusted with safeguarding of keys shall be notified of their responsibility at the time they receive the keys.

E. Keys shall only be used by authorized personnel and shall never be loaned to students.

F. The distribution and use of master and sub-master keys is to be strictly controlled:

   Distribution shall be by specific approval of the building administrator. Use shall be strictly confined to the recipient. Keys are not to be loaned out under any circumstances.

G. NO SCHOOL BOARD ISSUED KEY IS TO BE DUPLICATED FOR ANY REASON. If additional keys are needed, they should be requested by work order.

H. Where the loss of a key due to the negligence of an employee results in rekeying, the cost will be borne by the individual to whom the key(s) was issued. When an entire area or school or facility must be rekeyed, a bill shall be developed and forwarded to the building administrator for collection.
I. A key lockbox installed in the main office suite shall be utilized to store additional keys for the facility. The building administrator shall be in control of this key lockbox.

J. A lockbox to hold a Grand Master Key shall be installed in the boiler room/storage room with outside access. This key shall only be utilized by the Office of Facilities Services and the Office of Risk Management and Security Services for after hours and emergency access into the facility.

The building administrator shall be responsible for implementing this regulation and the appropriate associate superintendents are responsible for monitoring this regulation to ensure compliance.

The Associate Superintendent for Finance and Support Services (or designee) will review this regulation and related policy at least every five years and revise as needed.