

## 522 BUILDING ACCESS AND SECURITY

### Belief

The MESC is responsible to ensure school property is accessed by appropriate personnel to ensure the safety of its staff and students as well as for the protection of its resources.

### Guidelines

- 1) The Director of Facilities is responsible for the maintenance and issuance of access to buildings via keys, fobs and access codes.
  - a) Site Supervisors will keep keys, records onsite.
  - b) Spare keys shall be kept in a safe or a locked room if a safe is not available.
  - c) Site Supervisors will issue and retrieve keys as required.
- 2) The Director of Facilities is responsible for all issuance of keys required for Capital projects to access the MESC facilities
- 3) The Director of Facilities shall maintain up-to-date and comprehensive key, security access code, and fob records as per their distribution identified above.
- 4) The Director of Facilities is responsible for all cutting of keys, re-keying of locks, repairs or replacement of locking hardware and programming of access devices.
- 5) All requests for facility and room access by an employee shall be made to the Site Supervisors or their designates.
- 6) Site Supervisors will request lock/fob repairs, replacement and additional keys and fobs from the Director of Facilities.
- 7) A loss of a key means that the locks associated with that key will need to be rekeyed and therefore all lost keys must be reported to the Director of Facilities immediately.
- 8) All requests for facility access by others such as maintenance contractors or community agencies shall be made to the Director of Facilities.
- 9) All keys and fobs for Maintenance Contractors will be issued by the Director of Facilities; access for the purposes of maintenance work will **NOT** be issued by school and/or site administration.

- 10) Occasionally facilities are booked for events outside of regular custodial hours. Keys can be signed out for the event by an employee assigned to supervise and must be returned to the Site Supervisor the next business day.
- 11) All employees are responsible for ensuring that appropriate measures are taken to prevent unauthorized use of keys or fobs by following these guidelines:
- a) No Commission keys or fobs (including alarm codes) are to be shared with other staff, students, or unauthorized persons.
  - b) No Commission keys or fobs are to be left unattended.
  - c) Commission keys are not to be duplicated.
  - d) Employees must report lost, stolen or damaged keys to the Site Supervisor immediately. The Site Supervisor must report the loss of the keys immediately to the Director of Facilities.
  - e) Employees must return keys and fobs immediately when requested by the Site Supervisor; when they are no longer employed by the Commission, when reassigned or when on a leave of longer than three months.
  - f) School Keys are to be returned to the Principal at the end of the school year and reissued at the start of each school year. Access during the summer break is to be coordinated with the Director of Facilities.
  - g) All employees will be required to sign a key agreement when issued keys and fobs/codes. [MESC Key Agreement Form.docx](#)
  - h) Custodial keys will be left in a lock safe after each shift in the custodial room.
- 12) Access
- a) Teachers shall have access to assigned schools to prepare classrooms, provide instruction, attend school functions and supervise extra-curricular activities.
  - b) Employees are responsible for the security of the building and must ensure that the facility is armed when they are the last person out of the building.
  - c) Employees accessing a school during a scheduled break need to make prior arrangements with the Director of Facilities. If maintenance or capital renovation work is being completed in a particular area, the employee cannot access this area without prior approval and the required PPE.
  - d) The Director of Facilities will provide school administration with a custodial cleaning schedule prior to each scheduled break so that staff can be informed of work that impacts their ability to access a space during a scheduled break.

## References

MESC Board of Governors Policy; EL-5