Administrative Procedure 544

BUILDING ACCESS AND SECURITY

Belief
The Division 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, Plant Facilities is responsible for the maintenance and issuance of access to buildings via keys, swipe cards and access codes.

2. Plant Facilities and Maintenance shall maintain up-to-date and comprehensive key records, security access code records, and swipe card records.

3. All cutting of keys, re-keying of locks, repairs or replacement of locking hardware and programming of access devices is to be handled only through the Plant Facilities and Maintenance Department.

4. All requests for building and door access shall be made by principals or designates. Requests may also be made by the Human Resources Department, the Director of Business Services, the Director of Plant Facilities, Facilities Manager, and Project Manager.

5. All requests for building and door access shall be made through https://simplek.wrps11.ca.

6. All keys and swipe cards will be issued by Plant Facilities and Maintenance; access will not be issued by school and/or site administration.

7. Schools will be allowed to keep spare keys to issue to substitute teachers; the substitute teacher is responsible for ensuring these keys are not lost or stolen while in their possession.

8. All employees are responsible for ensuring that appropriate measures are taken to prevent unauthorized use of keys or access devices by following these guidelines:
   8.1 No division keys or access devices (including alarm codes) are to be shared with other staff, students, or unauthorized persons.
   8.2 No division keys or access devices are to be left unattended.
8.3 Division keys are not to be duplicated.
8.4 Employees must report lost, stolen or damaged keys to the principal or supervisor immediately. The principal or supervisor must report the loss of the keys as soon as possible to Plant Facilities and Maintenance.
8.5 Employees must return keys and access cards immediately when requested by the principal or supervisor, when they are no longer employed by the division, when reassigned or when on a leave of longer than three months.
8.6 All keys and access cards must be returned directly to Plant Facilities.
8.7 All employees will be required to sign a key agreement when issued keys and access cards/codes.

9. Plant Facilities and Maintenance is responsible for the issuance of keys and access devices required by authorized contractors.

10. Occasionally school facilities are booked for events outside of regular custodial hours. Each site will keep a set of keys (Allen key or regular key) to open and unlatch exit doors. These keys can be signed out for the event by the employee assigned to supervise and must be returned to the school office the next regular school day.

11. Access
   11.1 Employees shall have access to assigned schools to prepare classrooms, provide instruction, attend school functions and supervise extra-curricular activities.
   11.2 Employees are responsible for the security of the building and must ensure that the school is armed when they are the last person out of the building.
   11.3 Employees accessing a school during a scheduled break need to be mindful of the work being completed by custodians, maintenance or outside contractors. If work is being completed in the area the employee wishes to access this area is not to be entered at this time.
   11.4 The Facility Manager will provide school administration with a 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.
   11.5 Where possible, the Director of Facilities will provide school administration with a schedule of maintenance work before each scheduled break so that staff can be informed of work that impacts their ability to access a space during scheduled maintenance by staff or outside contractors.