

5200 - Buildings/Grounds/Property Management

5201 Building Security/Keys

The program of security shall be administered by the Buildings and Grounds Office in conjunction with the individual principals.

Possession of keys shall be in accordance with the following principles:

Only those specifically authorized shall have keys to school property, including leased or rented property. Unauthorized use of the keys, including copying, loaning or other misuse, will result in a referral for disciplinary action.

A log of key assignments shall be maintained in each principal's office for each building.

Duplicate/spare keys shall be maintained in a key file/secured box.

Individuals assigned keys may not duplicate or loan keys.

All keys must be surrendered when there is no longer a need. The building principal shall be responsible to collect all keys at the end of the school year. Athletic coaches shall return keys to the building within two weeks after the close of each season.

Loss of keys must be reported to the Office of Buildings and Grounds. **Employees are responsible for the cost to the district for replacement of lost keys and the costs associated with re-keying as a result of lost keys.**

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3 Buildings equipped with security systems shall require
4 individual security codes.

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6 • Security codes shall not be given to another
7 individual.
8 • Security codes shall be removed when no longer
9 needed.
10 • A log of security code assignments shall be
11 maintained in each principal's office.

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13 **Personnel leaving the Warren County School**
14 **District will return all keys to the building**
15 **principal prior to the date of termination. Central**
16 **Office employees will return their keys to the**
17 **Office of Buildings and Grounds. Employees will**
18 **not receive their final Warren County School**
19 **District paycheck until confirmation of key receipt**
20 **is received by the Office of Buildings and Grounds.**

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23 Adoption Date - September 13, 1999
24 Legal Reference - Pennsylvania School Laws & Rules

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26 NJK/mah