

512 Business Services AP - Keying

1. The Division keying system is structured by the lock manufacturer to avoid problems with cross pinning and the contamination of keys.
2. Each school is assigned a set of identification letters. Each key issued to a school employee is stamped with these letters and a number to ensure proper record keeping, which is maintained by the school administrator.
3. The school **must** document when keys are issued and returned. The principal is responsible to ensure the return of keys when employees leave the Division or transfer to another position that no longer requires the keys.
4. **Keys must not be copied.** Contact the maintenance department if more keys are required.
5. The safekeeping of these keys and the conscious awareness of their location are of the utmost importance. If keys are lost or stolen, the maintenance department must be notified immediately so as to make the necessary keying changes in the school to maintain security. The loss of your school's master key can result in a significant cost to the school.
6. The Division keying system has five levels of access:

Level 1	Grand Master	Division staff
Level 2	Master Key	Principal, Custodians. (opens all doors in a specific school)
Level 3	Change Keys 1-9	CTS labs, Science labs, etc. These keys operate up to 9 different doors but will not unlock each other. (example: Key 1 unlocks door 1 but not doors 2 – 9)
Level 4	Change Key X10	Classrooms
Level 5	Change Key X11	Usually used for public access to certain rooms. (i.e. Gym)
7. Each level of key will operate at its own level and the levels below, but not the levels above.
8. The levels of keying to be used in each school are established after consultation between the school administrator and the maintenance department.