



School/Building \_\_\_\_\_

Key Control Administrator \_\_\_\_\_ (print)

**BUILDING KEY CONTROL LIST (OPS-F011)**

**District Master Key** – Authorized only to the Director of Schools, Chief Operations Officer, Facilities Manager, Building Maintenance Manager, and Operations Foreman.

**Administrative Building Access Key** – issued to authorized employees of Central Services, Greenwood, Operations, Central Services South and administration building School Resource Officers (SROs).

**School Building Master Key** – issued to school building Principals, Assistant Principals, SROs, and Custodians. Three additional access keys are available for issue by the Principal.

**School Building Access Key** – opens a specific interior or exterior door.

**Proximity Card** – The number of proximity cards issued to a **school building** should equal the number of faculty and staff of the building plus five additional cards available for issue by the Principal.

The number of proximity cards issued to an **administrative building** is determined by the Building Administrator.

**Building Alarm Code** – The number of building alarm codes issued to **school building** should equal the number of Principals, Assistant Principals, Custodians, and others as deemed necessary by the building Principal.

The number of building alarm codes issued to an **administrative building** should equal the number of administrative access keys that have been issued.

	<b>Number Authorized to be Issued</b>
<b>District Master Keys</b>	
<b>Administrative Building Access Keys</b>	
<b>School Building Master Key</b>	
<b>School Building Access Keys</b>	
<b>Proximity Cards</b>	
<b>Building Alarm Codes</b>	

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

School Building Master Keys:    ___ Principal ___ Asst. Principals ___ Custodians ___ SRO <u>3</u> Additional ___ Total	Proximity Cards:                ___ Faculty & Staff Members <u>5</u> Additional ___ Total
Building Alarm Codes:        ___ Principal ___ Assistant Principals ___ Custodians ___ Total	