



School/Building _____

Key Control Administrator _____ (print)

BUILDING KEY CONTROL LIST (OPS-F011)

*Must be submitted to the Building Maintenance Manager no later than the last day of the first nine-week grading period.

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

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, Custodians, and Kitchen Managers (when exterior kitchen door is not available). Three additional access keys are available for issue by the Principal. All School Building Master Keys issued to Coaches must be returned no later than the end of the school year. **No keys or cards will be issued to non-CMCSS employees.**

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

Proximity Card/Essential Employee Access Card (EEAC) – 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.

	Number Authorized to be Issued
District Master Keys	
Administrative Building Access Keys	
School Building Master Key	
School Building Access Keys	
Proximity Cards/Essential Employee Access Card (EEAC)	
Building Alarm Codes	

Signature _____ Date _____

<p>School Building Master Keys:</p> <p>____ Principal</p> <p>____ Asst. Principals</p> <p>____ Custodians</p> <p>____ SRO (EEAC)</p> <p>____ Kitchen Manager</p> <p>____ <u>3</u> Additional</p> <p>____ Total</p> <p>Building Alarm Codes:</p> <p>____ Principal</p> <p>____ Assistant Principals</p> <p>____ Custodians</p> <p>____ Total</p>	<p>Proximity Cards:</p> <p>____ Faculty & Staff Members</p> <p>____ <u>5</u> Additional</p> <p>____ Total</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p align="center">For Operations and Safety Use Only</p> <p>Number of EEAC Issued <input style="width: 50px; height: 20px;" type="text"/></p> </div>
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