



ADMINISTRATIVE BUILDING KEY CONTROL (OPS-P015)

Clarksville-Montgomery County School System

1.0 SCOPE:

- 1.1 This procedure outlines the District's process for accounting for all administrative building master keys, building access keys, proximity cards, and building alarm codes with annual Key Control Inventory audits.

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Key Control Administrator
- 2.2 Building Administrator
- 2.3 Building Maintenance Manager

3.0 APPROVAL AUTHORITY:

- 3.1 Chief Operations Officer

4.0 DEFINITIONS:

- 4.1 CMCSS-Clarksville-Montgomery County School System
- 4.2 District Master Key – Opens the exterior doors of all school buildings in the District. Authorized only to the Director of Schools, Chief Operations Officer, Facilities Manager, Building Maintenance Manager, and Operations Foreman.
- 4.3 Administrative Building Access Key – Opens exterior doors of an administrative building. Issued to authorized employees of Central Services, Greenwood, Operations, Central Services South, and administrative building School Resource Officers (SROs).
- 4.4 Proximity Card – A magnetic card that is placed in close proximity to a door opening sensor which releases the magnet allowing the door to be opened. The number of proximity cards issued is determined by the Building Administrator.
- 4.5 Building Alarm Code – A four digit code that has been programmed into the alarm software and allows the key holder to arm or disarm alarm. The number of alarm codes should equal the number of building master keys and building access keys issued to the building.
- 4.6 Key Control Administrator – An individual appointed by the Building Administrator who maintains all keys, proximity cards, and key control documents.
- 4.7 Key Control Authorization Form ([OPS-F013](#)) – A form that must be signed when a key, proximity card, and/or alarm code is issued to an individual, and must be initialed when a key or proximity card is turned in to the Key Control Administrator.
- 4.8 Building Key Control List ([OPS-F011](#)) – A list that includes the number of district master keys, administrative building access keys, proximity cards, and alarm codes that a CMCSS building is authorized to issue to faculty and staff.



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- 4.9 Building Access Key – Opens a specific exterior door, i.e. classroom exterior door, weight room, boiler room, etc.

5.0 PROCEDURE:

- 5.1 The Director of Schools, Chief Operations Officer, Facilities Manager, Building Maintenance Manager, and Custodial Foreman are the only individuals authorized to sign for District Access Keys. The Building Maintenance Manager is responsible for ensuring that only these individuals are issued District master keys.
- 5.2 The Key Control Administrator issues administrative building access keys, proximity cards, and alarm codes to authorized employees who complete the Key Control Authorization Form ([OPS-F013](#)).
- 5.2.1 Alarm codes must be changed by contacting the Building Maintenance Department whenever a staff member leaves the District, transfers to another CMCSS building, or if Building Administration feels that the alarm code has been compromised.
- 5.2.2 Building Administrators can request alarm codes for new authorized employees by emailing the Building Maintenance Department.
- 5.3 Key Control Administrator maintains all keys, proximity cards, and key control documents and ensures they are kept up to date and in a secure area.
- 5.4 Building Administrator or designee conducts an annual audit of all administrative building access keys, proximity cards, and building alarm codes during the first semester of each school year using Key Control Audit Form ([OPS-F012](#)). The Key Control Administrator must verify that all keys, proximity cards, and key control documents are kept up to date and in a secure area. Audit results, along with a copy of the Building Key Control List, are submitted to the Building Maintenance Manager by the end of the first nine week grading period.
- 5.5 If a key or proximity card is lost or stolen, or if an alarm code is compromised, contact the Building Administrator or Key Control Administrator contacts the Building Maintenance Manager immediately by email so that a new key, proximity card, or alarm code can be issued.
- 5.5.1 Any employee whose key or proximity card is lost or stolen will be charged a replacement fee to cover the cost of replacing the key or proximity card. Send payment with a copy of [OPS-F013](#) to the accounting office located at Central Office. After this fee is paid, the Building Maintenance Department will replace the key or proximity card. ([OPS-F013](#))
- 5.5.2 Any employee whose alarm code is compromised will be charged a fee to cover the cost of changing the alarm code. Send payment with a copy of [OPS-F013](#) to the accounting office located at Central Office. After this fee is paid, the Building Maintenance Department will issue the new alarm code. ([OPS-F013](#))
- 5.6 The Building Maintenance Manager or designee will conduct an annual Key Control Inventory audit of all building access keys, proximity cards, and building alarm codes. The Key Control Administrator must verify that all keys, proximity cards, alarm codes,



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and key control documents are kept up to date and in a secure area. Audit results, along with a copy of the Building Key Control List ([OPS-F011](#)) are provided to the Key Control Administrator.

- 5.7 If any party does not conform with this procedure, no keys will be made for them until conformance is met.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 [OPS-A008](#) Key Control Policy
- 6.2 [MNT-A002](#) Control of Grand Master Keys
- 6.3 [OPS-F011](#) Building Key Control List
- 6.4 [OPS-F012](#) Key Control Audit Form
- 6.5 [OPS-F013](#) Key Control Authorization Form

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
Key Control Documents	Building Administrator Office	1 Years	Destroyed	Secure room or filing cabinet

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
11/4/13	IR	
6/9/14	A	Change sequence of procedure to begin with employee filling out OPS-F006 or OPS-F007 before key is issued: Add new form OPS-F007
9/12/16	B	Updated responsibility and associated documents. Removed 5.5. 5.7 replaced PCO with Building Maintenance Manager. Added payment statements to 5.5.1 and 5.5.2.
10/20/17	C	Added 5.7.

End of Procedure