



ADMINISTRATIVE BUILDING/HEALTH & SAFETY 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, essential employee access 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 Authorized Individuals/Authorized Employees – School Administrators, Department Managers, SRO's, Teachers, Custodians, and Department Employees.
- 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, Assistant Building Maintenance Manager, Building Services Manager, and Assistant Building Services Manager.
- 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, Oak Street Complex, and administrative building School Resource Officers (SROs).
- 4.4 Proximity Card/Essential Employee Access Card – A magnetic card that is placed in close proximity to a door opening sensor which releases the magnet, or locking mechanism, allowing the door to be opened. The number of proximity cards or essential employee access 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, such as the Principal, Assistant Principal or Accounting Technician, who maintains all keys, proximity cards, essential employee access 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, proximity card or essential employee access card is turned in to the Key Control Administrator.



ADMINISTRATIVE BUILDING/HEALTH & SAFETY KEY CONTROL (OPS-P015)

Clarksville-Montgomery County School System

- 4.8 Building Key Control List ([OPS-F011](#)) – A list that includes the number of district master keys, administrative building access keys, proximity cards, essential employee access card, and alarm codes that a CMCSS building is authorized to issue to faculty and staff.
- 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, Assistant Building Maintenance Manager, Building Services Manager, and Assistant Building Services Manager 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, essential employee access card, 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, essential employee access card, 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, essential employee access card, and building alarm codes during the first semester of each school year using Building Key Control List ([OPS-F011](#)). The Key Control Administrator must verify that all keys, proximity cards, essential employee access card, 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 no later than the last day of the first nine week grading period.
- 5.5 If a key, proximity card or essential employee access 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 to remove or deactivate so that a new key, proximity card, essential employee access card or alarm code can be issued.
 - 5.5.1 Any employee whose key, proximity card or essential employee access card is lost or stolen will be charged a replacement fee to cover the cost of replacing the key, proximity card or essential employee access card. Send payment with a copy of [OPS-F013](#) to the accounting office located at Central Office. After this fee is paid,



ADMINISTRATIVE BUILDING/HEALTH & SAFETY KEY CONTROL (OPS-P015)

Clarksville-Montgomery County School System

the Building Maintenance Department will replace the key, proximity card or essential employee access card. ([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, essential employee access card and building alarm codes. The Key Control Administrator must verify that all keys, proximity cards, essential employee access card, alarm codes, 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 No keys will be made for any individual without the request and authorization from their Principal or Key Control Administrator. No replacement keys for lost keys will be issued until the replacement fee has been received and processed by the Business Affairs Department

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:

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

8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
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



**ADMINISTRATIVE BUILDING/HEALTH & SAFETY KEY CONTROL
(OPS-P015)**

Clarksville-Montgomery County School System

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.
10/31/23	D	Added "Health & Safety"; Changed "proximity card" and "proximity cards" to "proximity card or essential employee access card" and "proximity cards or essential access cards" throughout procedure. Changed formatting slightly for document appearance. 4.1 Changed "CMCSS-Clarkville-Montgomery County School System" to "Authorized Individuals/Authorized Employees – School Administrators, Department Managers, SRO's, Teachers, Custodians, Department Employees."; 4.2 Added "Assistant Building Maintenance Manager, Building Services Manager, and Assistant Building Services Manager"; 4.3 Added "Oak Street Complex"; 4.4: Added "Essential Employee Access Card", added "or locking mechanism"; 4.6 Changed "appointed by the Building Administrator" to "such as the Principal, Assistant Principal, or Accounting Technician"; 5.1 "Assistant Building Maintenance Manager, Building Services Manager, and Assistant Building Services Manager"; Added 5.4.1 Deleted "by the end", added "no later than the last day", changed "OPS-F012" to "OPS-F011"; 5.5 Added "email to remove or deactivate"; Deleted 5.5.2; 5.7 Deleted "If any party does not conform with this procedure, no keys will be made for them until conformance is met." to "No keys will be made for any individual without the request and authorization from their Principal or Key Control Administrator. No replacement keys for lost keys will be issued until the replacement fee has been received and processed by the Business Affairs Department."

***** End of Procedure *****