

Administrative Procedure 541

Business Administration

BUILDING ACCESS

BACKGROUND

The Charter Board is responsible, under the *Education Act*, for providing, maintaining, and safeguarding real and personal property used for administrative and educational purposes. This includes ensuring the safety of students, staff, and visitors, and protecting confidential records, equipment, and facilities.

Given the significant investment in school buildings, furnishings, technology, and information, the Charter Board shall maintain secure, controlled access to all premises to reduce risk, prevent unauthorized entry, and support a safe learning and working environment.

DEFINITIONS

Key	Means any authorized device that permits entry to a school facility or restricted area, including physical keys, electronic fobs, swipe cards, and other access credentials.
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PROCEDURES

1. Staff Access to School Facilities
 - 1.1 Employees shall be granted access to assigned schools to:
 - 1.1.1 Prepare classrooms;
 - 1.1.2 Provide instruction;
 - 1.1.3 Attend school-related functions; and
 - 1.1.4 Supervise school-sponsored activities.
 - 1.2 Access outside of regular operating hours requires Principal approval.
 - 1.3 Where custodial staff are not on duty, the Principal shall consider facility and safety requirements, including building systems (e.g., boilers and alarms), before approving access. Once approved, the staff member is responsible for securing the building while on site.
 - 1.4 During school breaks, holidays, or periods of maintenance, renovation, or construction, access to school facilities may be restricted. The Principal shall communicate all restrictions to staff. Staff shall not be permitted to access the building during times identified by the Facilities Manager as interfering with scheduled cleaning, maintenance, renovation, or construction activities.
 - 1.5 Staff shall comply with AP-412 Working Alone and *Occupational Health and Safety* (OHS) protocols when accessing school facilities outside regular hours.
2. Custodial and Maintenance Operations
 - 2.1 When custodial or maintenance staff are on duty, school staff shall make reasonable efforts to avoid interfering with scheduled cleaning, maintenance, or safety operations.
3. Control and Accountability for Keys
 - 3.1 The Principal is responsible for the security and control of all keys and access credentials for the school and shall:

- 3.1.1 Determine the number of keys required for school operations;
 - 3.1.2 Approve all key and fob requests;
 - 3.1.3 Ensure keys are signed out and tracked; and
 - 3.1.4 Ensure keys are returned when no longer required.
- 3.2 The Principal shall enforce all procedures related to keys and access control.
- 4. Issuance and Maintenance of Keys
 - 4.1 Keys and fobs shall only be issued by the Facilities Manager.
 - 4.2 No person may cut, duplicate, or create a Charter Board key or access credential.
 - 4.3 The Facilities Manager is responsible for maintaining all locks, access systems, and security equipment.
 - 4.4 Keys and fobs shall be issued to Principals in accordance with procedures approved by the Superintendent to ensure maximum security and accountability.
 - 4.5 Principals may request keys or fobs by submitting a Westmount Facility Key/Key Fob Request Form to the Facilities Manager.
- 5. Returns, Loss, and Replacement
 - 5.1 Broken keys must be returned to the Facilities Manager for replacement.
 - 5.2 Keys and access credentials that are no longer required shall be returned immediately.
 - 5.3 Keys shall not be lent, shared, or transferred under any circumstances.
 - 5.4 Any loss of a key or access credential must be reported immediately to the Facilities Manager and Principal, so appropriate security measures can be taken, including deactivation or re-keying if required.
- 6. Key Security
 - 6.1 Every precaution must be taken to ensure the security of keys and access credentials.
 - 6.2 Keys shall not be:
 - 6.2.1 left unattended;
 - 6.2.2 stored in unlocked drawers;
 - 6.2.3 hung on hooks;
 - 6.2.4 attached to school-labelled lanyards; or
 - 6.2.5 kept with identifiable school documents.
 - 6.3 Keys shall be carried on the person or stored in a secure location at all times.
- 7. Building Security
 - 7.1 When the last employee leaves the building, all doors must be locked, lights turned off, and security systems activated.
- 8. Costs and Replacement Charges
 - 8.1 The cost of issuing additional physical keys, replacing lost or damaged physical keys, and re-keying locksets shall be a school expense, unless the loss or damage results from negligence or misuse, as determined by the Principal.
 - 8.2 AP-542 Swipe Key Replacement shall govern the replacement of lost swipe keys/cards.

Legal Reference: *Education Act*
Occupational Health and Safety
Cross Reference: AP-412 Working Alone
AP-542 Swipe Key Replacement
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