

**BOARD OF EDUCATION
School District #33 (Chilliwack)**

**703.5
ADMINISTRATIVE REGULATION
Access to Buildings**

School keys may be issued to staff members at the discretion of the principal. Principals are responsible for maintaining a record of all keys issued and for the recovery of all keys.

Where feasible, the key to be issued to staff members shall be for one exterior door which is not master-keyed, so that only one lock and the keys for that lock need to be changed in the event of theft or loss. The key shall be for the exclusive use of that staff member.

All keys must be ordered through the Secretary-Treasurer's office. At no time are keys to be otherwise duplicated.

Site administrators are responsible for development of procedures for checking the wellbeing of employees that may be working alone or occupying the building after normal workings hours.

Cross Refs: Employee Health and Safety Manual

Adopted: June 28, 1978

Reviewed:

Revised: February 16, 2007