

<p>Kelsey School Division Box 4700 The Pas, MB R9A 1R4</p> <p>Phone: 623-6421</p>	<p>Code: ECAA</p>
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ACCESS TO BUILDINGS

Keys to school buildings

Kelsey School Division key system works on a Grand Master-Master-Individual key system.

1. Grand-Master:
 These keys will open any door in the school Division. These keys are to be issued to the following:
 - a) Superintendent
 - b) Secretary Treasurer
 - c) Director of Maintenance and Transportation

2. Master Keys
 Keys that will open all doors in the school.
 These keys are to be issued to:
 - a) Principal
 - b) Assistant Principal
 - c) Head Custodian
 - d) Secretary

Sub master keys are to be issued to the custodians if this is deemed advisable by the administration.

3. Outside Door Key:
 To avoid staff having to sign for keys in order to return after hours and to avoid the possibility of an expensive lock change, one door lock will be changed and will have a separate key. One entrance will be accessible to staff, and be keyed differently. This key will be issued to all teachers and custodians.

4. All keys issued to the teaching staff in all schools must be turned in and checked off at the end of the school year by the principal or designate. The principal will arrange for their storage within the school vault or some other safe area.

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*NOTE: The custodians' keys will be issued by the Director of Maintenance and Transportation only and shall be turned in to them in case of termination of service. Principals are not responsible for these keys.

The principals shall make a record of all keys that are out so that these can be checked off more readily at the close of the term or a transfer.

If there are any discrepancies regarding blocks or keys in this system, it is the responsibility of the principal to report the difficulty to the Director of Maintenance and Transportation who will rectify the situation.

Keys to School Division - Buildings

1. Master Key

- a) Superintendent
- b) Director of Maintenance and Transportation
- e) Garage Mechanic
- f) All maintenance personnel

2. Outside Door Key (garage)

- a) All Division garage personnel will be issued an outside door key

3. Gas Key

- a) The Director of Maintenance and Transportation and each bus driver shall be issued a gas key.

4. Special Issues

Keys for a number of buildings are issued to a few other people by the Director of Maintenance and Transportation.

Any additional keys are to be requisitioned through the Director of Maintenance and Transportation, who is responsible for an accurate record of all keys issued.