

Title: Procedure for Issuing Keys and Building Access

Control Information

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1. Procedure for Issuing Keys and Building Access

1.1. Objective:

The objective of this policy is to define the procedure to be followed for issuing keys to and permitting access to the building.

1.2. Procedure for issuance of keys:

The nature of MCCS is that of a community/volunteer-oriented school. It is essential that volunteers have adequate access to school facilities in order to complete projects and tasks as necessary. Consequently, several community members—including staff, board members, and volunteers—will need keys to access the school. Upon issuance of keys, the following procedure shall be followed:

1. A request for a key shall be made to the Administrator by the responsible party.
2. The Administrator shall determine adequate need and issue a key as necessary.
3. Each key holder's name shall be logged in Key log along with the type of key and the individual key number (when available).
4. Upon receipt of keys, each key holder shall be issued a procedure for securing the facilities.
5. All key holders shall relinquish their keys when their need for access expires.
6. All issued keys may be revoked at any time by the Administrator and/or the Board of Directors without prior notice.

1.3. Procedure for issuance of security code:

1. The privilege of a key does not entitle a person to a security system code.
2. The Administrator shall determine adequate need for a security system code.
3. Individuals may select their own code and submit code to the Administrator.
4. The Administrator contacts Corvallis School District Facilities and Maintenance Department with instructions to activate a new code.
5. All security code holders shall relinquish their codes when their need for access expires.
6. A security code may be revoked at any time by the Administrator and/or the Board of Directors without prior notice.
7. Proper activation and deactivation of the alarm system is necessary for continuing to have the privilege of a security code.