



School District No. 46 (Sunshine Coast)

Administrative Regulations

FACILITIES

3700

SCHOOL KEYS

1. The Director of Facilities shall provide a suitable system of storing and recording the distribution of all keys to district facilities.
2. Upon written request of a site supervisor the Director shall authorize cutting and distributing keys.
3. Grand master keys shall be held only by the Superintendent, Assistant Superintendent, Secretary Treasurer, Director of Facilities and full-time maintenance employees.
4. Master keys for schools shall be held only by principals, vice-principals and custodians.
5. Only the principal, or his/her designate, may issue keys to teachers, substitute teachers, support staff or other users of the facilities.

Page 1 of 1

Date approved: January 1996

Statutory reference:

Date revised:

Other references: