

**TRI-COUNTY REGIONAL CENTRE FOR EDUCATION
POLICY and PROCEDURES**

Title	Effective Date	Revision Date	Pages
No. 527 Keys to School Buildings	April 17, 1996	July 3, 2007 Reviewed December 1, 2015	1

It is the policy of the Tri-County Regional Centre for Education to delegate the responsibility for control of keys to the Principals of the individual buildings (under their jurisdiction).

PROCEDURE Under Policy 527

1. The following individuals may have keys to their respective schools:
 - a) Vice Principals
 - b) Custodians
 - c) Supervisor of Property Services
 - d) Tradesperson (for all schools)
 - e) Other persons authorized by the Principal or Coordinator of Property Services
2. To ensure proper control of keys, Principals are responsible for keeping accurate and up-to date records of who has keys.
3. If keys are lost by Property Services staff, the Property Services Department shall be financially responsible for the replacement of locksets and keys.
4. If keys are lost by school staff, the school shall be financially responsible for the replacement of locksets and keys.