

ALASKA GATEWAY SCHOOL DISTRICT FACILITY KEY PROTOCOLS

Objective:

To allow facility staff and selected other facility users reasonable access to spaces that they use regularly while maintaining a high level of facility security.

Protocols:

- 1. Duplication:
a. Keys shall be duplicated only by the District Maintenance Department.
b. All keys shall be stamped "DO NOT DUPLICATE."
2. Issuance:
a. Keys shall be issued only upon the written request of the Site Administrator.
b. Upon issuance of a key, the issuer and the recipient shall complete and sign a Key Receipt.
c. The Maintenance Department shall keep a record of all keys issued to Site Administrators.
d. Site Administrators shall keep a file of Key Receipts for all keys issued to staff or other end users.
e. When a key is issued to a person who is not a District employee, a deposit may be required up to the amount of the lost key fee on the schedule in paragraph 4.
3. Key Security:
a. The Maintenance Department and the Site Administrator shall keep all unissued keys in locked cabinets.
b. The recipient of a key shall not loan it to anyone else. Violation of this protocol may result in the revocation of key privileges and/or other disciplinary actions.
c. The Site Administrator shall periodically check to determine if end users have the keys issued to them. If the end user can not produce an issued key within a reasonable period of time, the key shall be deemed to have been lost.
d. As part of the end-of-year check out procedures, all issued keys shall be returned to the Site Administrator unless the Site Administrator determines that the individual has a legitimate need for the key(s) during the summer vacation.
4. Lost Key Fees:
a. \$ 10 Padlock
b. \$ 25 Cabinet
c. \$ 25 Individual interior door
d. \$ 50 Vehicle
e. \$ 50 Entry door
f. \$100 Sub master (for multiple doors of a facility)
g. \$250 Master (for all or most doors of a facility)
h. \$500 Grand master (master for multiple facilities)
i. Lost key fees shall promptly be transmitted to the Business Office.

KEY RECEIPT

This date I received the following key(s) indicated by door/cabinet location and key type (a-h in #4 above):

If a deposit was paid, enter the amount:

I have read and agree to abide by the above Facility Key Protocols. If a District employee, I authorize the District to deduct any lost key fees from my paycheck.

Issuer's Signature Date Recipient's Signature Date

Key(s) returned:

Issuer's Signature Date