



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

<b>Date Approved:</b> October 25, 1988	<b>Date of Next Review:</b> May 2021	<b>Dates of Amendments:</b> May 18, 2017
<b>Cross References:</b> S.S.04 Access to Students in Schools B.B.01 Facilities Management Policy <i>Education Act, Section 53</i>		
<b>Appendix:</b> Facilities Management Operational Guidelines-Keys & Access Cards		

#### **Purpose:**

The Toronto Catholic District School Board is committed to ensuring a safe environment for students, staff and occupants of all buildings. The Access Policy is intended to manage access to all properties owned or operated by Toronto Catholic District School Board, through the issuance, distribution and accountability of grand master and master keys, as well as building access cards.

#### **Scope and Responsibility:**

This policy extends to all schools and buildings of the TCDSB and all stakeholders that access them. The Superintendent of Facilities is responsible for implementation of this policy. The School Principal shall have the responsibility of administering and maintaining this policy within the school at the local level.

#### **Alignment with MYSP:**

Strengthening Public Confidence



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

### Policy:

~~The Toronto Catholic District School Board (TCDSB) shall limit and control the issuance, distribution and accountability of grand master keys that provide access to all properties owned or operated by TCDSB. TCDSB shall limit and control the issuance, distribution and accountability of master keys that provide access to staff employed at one or more facilities owned or operated by TCDSB.~~

Toronto Catholic District School Board (TCDSB) shall ~~limit~~ **manage** and control the issuance, distribution and accountability of keys **and access cards to staff** that ~~provide access to staff~~ employed at one or more facilities owned or operated by TCDSB, **as well as tenants and leaseholders in TCDSB facilities.** ~~External Keyway access to board owned or operated facilities shall exist only where interior security keypads/panels are present.~~ All existing and future access points shall conform to this standard.

### Regulations:

1. All grand master and master keys, **as well as access cards** that are issued to authorized employees must be signed for by the employee receiving the key and witnessed by an authorized senior staff person or authorized alternate / delegate.
2. **Standardization of access card information has been developed in consultation with Safe Schools, Facilities Services, and Health & Safety. All cards are designed to have name and photo image of the person to whom the card is being issued. There will be some instances where a photo is not applicable.**
3. **Access level is determined by the employee's job classification within the organization. This information is to be provided by the Human Resources Department to the Superintendent of Facilities or designate.**



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

4. Written authorization from the Human Resources department to the Superintendent of Facilities or designate, is required for issuance of an access card to the Catholic Education Centre building and the parking structure.

~~2. The original signed copy of the "Grand Master Key holder" form will be delivered to personnel to become part of the permanent employee record.~~

~~3. A "key holder" flag field shall be created in the HR database and shall be so flagged by personnel upon receipt of above signed document.~~

5. 4. Upon **change of employment status** retirement, resignation, termination of employment with the Board, or a change of position which would no longer require the employee to be an authorized key holder; employees holding such keys shall relinquish said keys to personnel **their immediate Supervisor** or identified alternate approved senior staff person ~~or authorised alternate / delegate~~ before any final or further payment to that **the** employee shall be **is** processed. **The key or access card release form is to be completed and returned to the Human Resources department. At a school location, the key and access card is to be returned to the school Principal or Designate. At an Administrative Site, i.e. the Catholic Education Centre, the key or access card is to be returned to their immediate Supervisor.**

~~6. Grand Master keys shall have limited distribution and shall be distributed according to the following protocol. The distribution list may be amended in the future if the current staffing model changes.~~



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

### ~~Grand Master Key Distribution List~~

~~Superintendent of Planning and Facilities =01~~

~~Security Services =11~~

~~Facility Service Supervisors =18~~

~~Facility Managers =2~~

~~Total Distribution of Grand Master Keys =32~~

~~6. Master keys shall have limited distribution and shall be distributed according to the according to the following protocol.~~

### ~~Master Key Distribution List~~

~~PRINCIPAL = School Master~~

~~VICE PRINCIPAL = School Master~~

~~CARETAKER(S) = School Master~~

~~-~~

~~7. Keys shall have limited distribution and shall be distributed according to the following protocol.~~

### ~~Key Distribution List~~



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

Staff     = ~~Internal and common use rooms only~~

7. Secondary schools shall have a key distribution framework that will allow academic and support staff to have access to all **classrooms** utilized by their respective department(s) as well as identified common use spaces.
8. Elementary schools shall have a key distribution framework that will allow academic and support staff to have access to **individual classrooms (pass key)** utilized by themselves as well as identified common use spaces.
9. **Tenants and/or Licensees operating in a TCDSB school, will be provided with a security access card at their sole cost which will be administered by the respective School Principal. Tenants and/or Licensees are required to pay a fee for each card to a maximum of two cards. There is an additional fee for replacement access cards. The operational hours on these access cards is Monday to Friday from 8am to 6pm.**  
**\*\* Exemption: the Board's Security contractor will be provided with the Board's Grand Master Keys to patrol and enter all school Board sites.**
10. **Employees must report lost or stolen cards to their Supervisor within six to twelve hours. The employee's Supervisor will report this information to the Superintendent of Facilities or Designate in writing immediately via email.**
11. **Access cards that are damaged, obsolete or un-necessary cards must be returned to the Superintendent of Facilities or Designate by the school Principal or Designate.**



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

12. All employees of the Board are expected to familiarize themselves with this policy and comply with its regulations.

13. All non-union new hires will sign an Offer of Employment letter that identifies responsibilities of the employee with regards to Board property, including and not limited to, the Employee Security Access Card and keys.

14. The Board requires all employees to treat their security access card and keys with the same respect as all other Board property issued.

15. Employees are prohibited from unauthorized possession or duplication of keys as well as disabling or re-programming of access cards. Employees are not permitted to circumvent locks, modify lock cylinders, tamper with door locks or latches to bypass security systems in place at TCDSB facilities.

16. These keys and access cards remain the property of the Board and shall not be duplicated or shared with others.

17. All new construction and retrofit projects shall conform to this standard.

~~8. Future card access for all schools will reflect current practice used at CEC that include multiple profiles for access depending on position as follows:~~

~~-~~

~~Card Access Distribution List~~

~~-~~

~~Security = 24/7~~

~~Facility Managers = 24/7~~



POLICY SECTION: BUILDING, PLANT, GROUNDS  
SUB-SECTION: BUILDINGS  
POLICY NAME: ~~KEY AND ACCESS CARD CONTROL~~  
POLICY NO: B.B.05

Facility \_\_\_\_\_ Service = 24/7  
Supervisors

Principal \_\_\_\_\_ / \_\_\_\_\_ Vice = 24/7  
Principal

Caretaker(s) = 24/7

Academic and Support = M-F 6-18 (as required)  
Staff

~~9. All keys which are lost and or damaged must be reported to the Facility Support Center and Security within 12 hours of the key being lost.~~

-

~~10. A yearly audit of the key holder database shall be undertaken by an independent third party who will validate and certify the existence and validity of the identified key holders and that the identified key holders are in actual fact in possession of the identified (numbered) key.~~

-

~~11. All new construction projects shall conform to this standard.~~

-

~~12. The "Gold Box" shall contain the current internal Master Key.~~

-

~~13. The Master Key cylinder shall be solely registered to TCDSB and be a high security cylinder of the type "ASSA TWIN V10".~~

-

~~14. The Superintendent of Planning and Facilities is responsible for application of this policy.~~



**POLICY SECTION:** BUILDING, PLANT, GROUNDS  
**SUB-SECTION:** BUILDINGS  
**POLICY NAME:** ~~KEY AND ACCESS CARD CONTROL~~  
**POLICY NO:** B.B.05

### **Evaluation and Metrics:**

~~A yearly audit of the key holder database shall be undertaken by Facilities Services, an independent third party who will validate and certify the existence and validity of the identified key holders and that the identified key holders are in actual fact in possession of the identified (numbered) key or access card.~~

- 1. Facilities Services will monitor the distribution and tracking of keys/access cards, in coordination with school administrator or designate.**
- 2. Once a year the school administrator or designate shall validate the key holder list and access card listing, and provide this information to the Superintendent of Facilities or Designate.**
- 3. Human Resources will communicate staff changes to the Superintendent of Facilities or Designate to ensure keys and access cards are assigned in accordance with the Policy at the Catholic Education Centre.**