



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

Date Approved: October 25, 1988	Date of Next Review: September 2021	Dates of Amendments: September 21, 2017
Cross References: S.S.04 Access to Students in Schools B.B.01 Facilities Management Policy <i>Education Act, Section 53</i>		
Appendix: 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 be have the responsibility of administering and maintaining this policy within the school at the local level.

Alignment with MYSP:

Strengthening Public Confidence



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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.**



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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** or a change of position, ~~retirement, resignation, termination of employment~~ with the Board, which would no longer require the employee to be an authorized key holder, employees shall relinquish said keys and card access 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 and/or access card release form will be completed and returned to the Human Resources department. At a school location, the key and/or access card will be returned to the school Principal or Designate. At an Administrative Site, i.e. the Catholic Education Centre, the key or access card will be returned to the departmental Supervisor.**

6. Upon termination of an employee, the key(s) and access card shall be collected immediately from the terminated staff person or persons by the senior management staff person in attendance at the termination meeting.



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7. ~~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.~~

~~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~~



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

~~Key Distribution List~~

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

8. 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.
9. 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.
- 10. 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, or as appropriate.**
**** Exemption: the Board's Security contractor will be provided with the Board's Grand Master Keys to patrol and enter all school Board sites.**
- 11. 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.**



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12. 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.

13. All employees of the Board must read the policy before the access card is issued and sign for receipt of both. All employees are expected to comply with this policy and its regulations.

14. 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.

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

16. 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.

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

18. 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~~



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Security = 24/7

Facility Managers = 24/7

Facility Service Supervisors = 24/7

Principal / Vice Principal = 24/7

Caretaker(s) = 24/7

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

~~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.~~



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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 site 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.**

Facilities Management Operational Guidelines—Keys and Access Cards

Approved: Date:

An essential element of security is maintaining adequate access control at Toronto Catholic District School Board facilities to allow access to authorized personnel. Each school or department will adopt and implement this policy and follow the Facilities Management Guidelines relating to keys and the issuance of security access cards. All school administrators and department heads within the scope of this policy are responsible for compliance.

Responsibilities:

1. Grand Master keys shall have limited distribution and distributed according to the following protocol. A unique number defines each Grand Master Key. The Grand Master keys provide access to all exterior doors of all Toronto Catholic District School Board facilities. The distribution list may be amended in the future if the current staffing model changes in the Facilities Department:

Grand Master Key Distribution List:

Superintendent of Facilities	=	01
Security Services Contractor	=	06
Facility Supervisors & Officers	=	20
Facility Managers	=	04
Sr. Coordinator, Operations	=	01
Sr. Coordinator, Maintenance & Energy	=	01
Total Distribution of Grand Master Keys	=	33

2. The original signed copy of the "Grand Master Key holder" form for Facilities Staff will be delivered to **the Human Resources Department** to become part of the permanent employee record (see Appendix "A").

3. School Internal and External Master keys and security access cards shall have limited distribution and shall be distributed according to the following protocol (see Appendix “C” and “D”). These keys or access cards provide access to all exterior and interior doors of a school facility.

- School Principals or their designate are responsible for security, control, issuance and retrieval of keys/security access cards (generic).**
- School Principals or their designate shall be responsible for maintaining the Security Access Control Log.**
- School Principals or their designate shall record all interior and exterior master keys and security access cards issued on the Security Access Control Log (see Appendix E).**

Master Key Distribution List:

PRINCIPAL = School Master
VICE PRINCIPAL(S) = School Master
CUSTODIAL = School Master

4. School internal keys (pass key) shall have limited distribution and shall be distributed according to the following protocol (see Appendix “B”). These keys provide access to designated staff that work at that school facility.

Pass Key & Security Access Card Distribution List:

School Staff = **Internal pass** keys for individual classroom and common use rooms only

- Principals or their designate at the beginning of each school year will issue keys or access cards to all staff. Staff members must sign the TCDSB Internal School Pass Key Agreement (Appendix B) when keys and access cards are issued and upon return of keys and access cards.**
- All Internal School Pass Key and Security Access Agreement Forms are to be kept in the School Key/Access Card Management Binder and also filed electronically with Human Resources.**
- At the end of each school year, the School Principal or designate will be responsible for collecting all keys and non-photo access cards (generic) issued to staff. Keys and generic access cards are to be kept in a secure location during Christmas, March Break and Summer months.**

- At the beginning of each school year, as required the School Principal or designate is to submit a request to the Superintendent of Facilities or designate for additional generic security access cards.
- Throughout the course of the school year, if required, the School Principal is to submit their request through the Area Superintendent for additional generic security access cards due to breakage, loss or for increased staff. The Area Superintendent is to submit a funding source with an approval to the Superintendent of Facilities or designate.

5. School Temporary Keys or Access Card Distribution:

- Spare keys or access cards provided to temporary support staff must be held in a secure location at the school.
 - Temporary staff provided temporary keys or access cards must sign the Internal School Pass Key Agreement Form.
 - All completed forms must to be kept in the Key/Access Management Binder and also filed electronically with Human Resources.
6. The "Gold Box" shall contain the current internal Master Key **for school and portables**. This "Gold Box" is typically located at the front door by the security panel.
7. The Master Key cylinder shall be solely registered to TCDSB and be a high security cylinder of the type "ASSA."

8. Key and Security Access Card Holder Responsibilities:

The Board reserves the right to impose a fee to an employee for replacement of school keys or security access cards that are reported lost, stolen or damaged. The replacement fee would be reviewed annually and payment for keys or security access cards would be made through a payroll deduction.

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

The estimated cost to re-key internal or external master locks is \$25,000 to \$80,000 dependent on school size and the number of locks that need to be re-

keyed. Therefore, it is the responsibility of Board employee to safe-guard their keys and access cards.

9. Responsibility of Technical Services & Human Resources:

Staff work assignments, as defined in the TCDSB HR system, will have their security cards automatically reprogrammed to be accepted at their new locations.

APPENDIX A



TCDSB GRAND MASTER KEY PROGRAM FACILITIES STAFF ONLY

_____ STOLEN/LOST
_____ REPLACEMENT / BROKEN
_____ RETURNED

KEY CODE: _____ KEY NUMBER _____ GOLD BOX KEY # _____

EMPLOYEE NAME: _____

LOCATION # _____ POSITION: _____

NAME: _____
Print Name in Full

SIGNATURE: _____

In accordance with Board Policy BB05, I _____ agree to be bound by the
(name)
rules and regulations as set forth in the said Policy.

AUTHORIZED BY: _____
Print Name in Full

AUTHORIZED BY: _____
Signature

POSITION: _____

DATE: _____

Distribution List:

H. R. Department (date received & initial prior to placing in employee file)

Superintendent of Facilities Services/Designate

Key Holder

Master Key Database Repository



INTERNAL SCHOOL PASS KEY & ACCESS CARD AGREEMENT

SCHOOL NAME: _____ KEY NUMBER _____

LOCATION # _____ ACCESS CARD: _____

ACCESS DOOR: _____ DATE: _____

SCHOOL PRINCIPAL: _____ Signature: _____ Key Number _____
Print Name

*In accordance with Board Policy BB05, I _____ agree to be bound by the
(print name)
Rules and regulations as set forth in the said Policy.*

AUTHORIZED BY: _____
Print Name in Full

AUTHORIZED BY: _____
Signature

POSITION: _____

DATE: _____

Distribution List:
School Copy
H. R. Department
Superintendent, Facilities Services
Key Holder



MASTER KEY EXTERNAL SCHOOL AGREEMENT

LOCATION # _____ KEY CODE: _____
School Name KEY NUMBERS: _____

SCHOOL PRINCIPAL: _____
Print Name in Full

SIGNATURE: _____

In accordance with Board Policy BB05, I _____ agree to be bound by the
(name)
Rules and regulations as set forth in the said Policy.

AUTHORIZED BY: _____
Print Name in Full

AUTHORIZED BY: _____
Signature

POSITION: _____

DATE: _____

Distribution List:
School File
HR Department for employee file
Superintendent, Facilities Services/Designate
Key Holder



APPENDIX "D"

FOR SCHOOL PRINCIPALS/VICE PRINCIPAL(S) & CUSTODIANS INTERNAL MASTER SCHOOL KEY & ACCESS CARD AGREEMENT

____ LOST
____ STOLEN
____ REPLACEMENT/ BROKEN
____ RETURNED
____ NEW

SCHOOL NAME: _____ KEY CODE: _____

LOCATION # _____ KEY NUMBER _____

ACCESS CARD _____

POSITION: _____

NAME: _____
Print Name in Full

SIGNATURE: _____

In accordance with Board Policy BB05, I _____ agree to be bound by the
(name)
Rules and regulations as set forth in the said Policy.

AUTHORIZED BY: _____
Print Name in Full (School Principal)

AUTHORIZED BY: _____
Signature

POSITION: _____

DATE: _____

Distribution List:
School Copy
Employee
HR Department



Security Access Control Log for Keys and Access Cards

APPENDIX "E"

School Name: _____ **Principal Signature:** _____

Notes: _____ **Date:** _____

_____ **Date of Audit:** _____

FIIRS NAME	EMPLOYEE	Principal/Vice Principal	Master	Internal	Pass	Access Card #	Confirmed	Signature	Comments
LAST NAME	NUMBER	Custodian/Teacher	Key #	Master #	Key #		Yes / No	of employee	

External & Internal Master Key Distribution List:

1. Principal
2. Vice Principal
3. Caretaker(s)

Key Distribution List (Internal Pass Key & Access Cards)
Teaching Staff for internal & common use rooms only