

## Title: Building Key Procedures

### Control Information

Control Item	Details
Owner/Curator	BCS Board Secretary/BCS Administrator
Policy #	Procedure0007c
Supersedes	Procedure0007b
File Location	www.bethanycharter.org
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### Revision History

Revision	Date	Revision Description	Originator
A	Oct. 4, 2004	Initial release	K. Buchheit
B	Feb 6, 2006	Policy Amended	K. Buchheit
C		Amend policy	K. Buchheit

## Procedure for Issuance of Keys to and Lock-up of Bethany Charter School Facilities

### Objective:

The objective of this policy is to define the procedure to be followed for obtaining keys to and lock-up of BCS facilities.

### Procedure for issuance of keys:

The nature of BCS is that of a community/volunteer-oriented school. It is essential that volunteers have adequate access to school facilities in order to complete projects and tasks as necessary. Upon issuance of keys, the following procedure shall be followed:

1. A request for a key shall be made to the administrator by the responsible party.
2. The administrator shall determine adequate need and issue a key as necessary.
3. The key check out form shall be obtained from the school office and filled out and signed by the administrator.
4. Each key holder's name and assigned code shall be logged in Key log.
5. Upon receipt of keys, each key holder shall be issued this procedure for lock-up of the facilities.
6. All key holders shall relinquish their keys when their need for access expires.

7. Any issued keys may be revoked at any time by the administrator and/or the Board of Directors without prior notice.

## Procedure for Lock up of facilities

In order to ensure the security of the BCS property, the following procedure shall be followed by responsible key holders upon arrival and departure from school grounds.

### **BCS Staff:**

1. Upon Arrival
  - a. Enter building through office door
  - b. Disarm the alarm
  - c. Sign in with your arrival for the day
2. Upon Departure
  - a. Each classroom teacher will make sure that all windows and doors of their room are closed and locked
  - b. 1<sup>st</sup>/2<sup>nd</sup> grade teacher will check outside door by classroom and Kindergarten hall door.
  - c. 3<sup>rd</sup>/4<sup>th</sup> grade teacher will check library hall door
  - d. 5<sup>th</sup>/6<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> grade teachers will check courtyard door to playground
  - e. Office personnel will check gym doors, courtyard library door, glass house, gym ramp door, courtyard door by office and both office doors
  - f. Exit building through office
  - g. Cross name off of sign in for the day
  - h. Last person to leave will set alarm

### **Renters/Volunteers:**

1. Upon Arrival
  - a. Enter building through office door
  - b. Disarm the alarm
2. Upon Departure
  - a. Make sure any door or window that was opened is closed and locked
  - b. Check all outside courtyard doors to make sure they are locked
  - c. Exit through office
  - d. Set alarm

## School response to failure to follow procedure and /or misuse of keys

A continued failure to follow the above procedures may result in the revocation of keys by the Administrator and/or the Board of Directors without prior notice.