

Policy Title: Draft Door Key Policy

Date Created: 2/10/09

Review Date:

Policy Number: Facilities-3

Body of Origin: Caretaker

Review Authority: Caretaker, Facilities Committee

Purpose: To ensure that each staff member with a need to lock or unlock the building or a room within the building receives a key to the room and/or building and is trained in how to use the alarm system.

Policy Details: Responsible persons determined to need access to the building and equipment of Three Rivers Waldorf School without supervision will be issued the necessary keys in the proper quantity for access. These persons may also be issued codes and will then be trained in the use of the alarm system of the building. Any individual who loses a set of keys to the building will immediately notify the building caretaker and administrator. If it is determined that the need exists, the person compromising the security of the building by losing keys may be expected to reimburse the school for replacement keys, and/or the expense of changing building door locks and keys.

Related Procedures and References: Building Safety and Security Procedure (Facilities-c)