



TITLE: School Site Key Control
NUMBER: BUL-2374.2
ISSUER: James Morris, Chief Operating Officer
Office of the Chief Operating Officer
DATE: December 23, 2009

ROUTING
Local District
Superintendents
Local District Directors
Local District Operations
Coordinators
School-Site Administrators
Plant Managers

MAJOR CHANGES: This bulletin replaces Bulletin 2374.1, “School Site Key Control”, dated March 1, 2007 to update contact information.

GUIDELINES: The following guidelines apply.

I. PURPOSE

The purpose of this bulletin is to delineate District policies and procedures governing the issuance and control of keys at District school sites, as well as the responsibilities of central office and school site personnel.

II. GENERAL INFORMATION

The systems and schedules for keying elementary and secondary schools are prescribed by the Maintenance and Operations Area 10 Lock Department of the Los Angeles Unified School District.

All keys are to be numbered and stamped with the school location code and “DO NOT DUPLICATE.”

In the event of the loss of a master key, the Maintenance and Operations Area 10 Lock Department will only re-key only the sensitive areas, such as the library, computer lab, cum room, etc. The cost of total site re-keying, when necessary, must be borne by the individual site.

III. MASTER KEYS

The following master keys are authorized for each school site:

A. Masters (“A” and “K” keys)

The “A” key opens all doors except to special rooms. The “K” key opens doors to all special rooms.



B. Sub Masters

These keys open doors to a smaller group of special rooms.

C. Elevator Keys

Keys to be issued to authorized site personnel only. Keys to access the elevator machine room, elevator and various special keys for use by the elevator contractor are to be secured in a special lock box at the site that is usually located in the Administrative Office area. Site personnel are not to have access to this lock box. The site will be issued one set of keys which will include as a minimum, a key to the machine room that shall be kept on its red identification tag in the brown Maintenance and Operations Fire Log Book.

IV. CHANGE KEYS

Change keys will be stamped with a set number which identifies keys for a specific department, or activity. In general, each change key opens only the door(s) to the rooms identified.

V. KEY SAFE OR SCHOOL VAULT

Each school shall have a key safe or school vault in which all unassigned keys are stored. Contact the Maintenance and Operations Area 10 Lock Department for information regarding purchasing key safes and vaults.

VI. PROCEDURES TO BE FOLLOWED

- A. The site administrator shall designate one administrator as the person responsible for the control, issuance, and return of all keys, and maintenance of appropriate records of key distribution.
- B. The site key administrator shall maintain an up-to-date record of the distribution of all keys.
- C. All keys, including custodial keys, are to be kept in a locked key safe or vault when not physically in the possession of authorized school staff.
- D. The issuance and receipt of all keys shall be acknowledged in writing and only with the written approval of the site key administrator. An up-to-date record of such information shall be on file in the Local District Office.



- E. Keys are never to be kept in classroom or office cupboards, filing cabinets, in or on desks, or in faculty mail boxes.
- F. Keys are never to be in the possession of students. Keys are not loaned to students to open doors or gates.
- G. All requests for keys are in writing on a completed Key Production Request form and signed by the school site key administrator. These forms may be obtained from Maintenance and Operations Area 10 at (213) 745-1400.
- H. As designated by the principal, master keys (“A” and “K”) shall be issued only to the plant manager, administrative staff, and resident School Police Officer. Additionally, a maximum of five master keys may be requested for use by disaster emergency teams. These shall be maintained on a single ring at the site for emergency use only and are not to be issued in advance.

It is important to keep the number of master and specialized keys to a minimum to maintain site security.

- I. Sub masters are to be issued only to school personnel who absolutely need them in the daily course of their responsibilities. They must be returned to the key safe or vault nightly.
- J. The classroom teacher is to be issued only the keys to his/her classroom, storeroom, and/or cabinets. The teacher will be responsible for the designated keys. A classroom teacher cannot be issued a master key.
- K. The site key administrator will arrange to have all exterior doors of buildings opened and closed as necessary
- L. Keys issued to substitute teachers and other District employees (maintenance, etc.) must be returned daily.
- M. Authorized personnel needing keys for weekend or holiday activities will be issued only the specific keys needed to access the necessary room(s)/area(s) for the weekend assignment. Prior written approval by the site key administrator must be obtained.
- N. In sites equipped with intrusion alarm systems, the School Police must be notified a week in advance of the weekend or holiday that



authorized personnel are scheduled to enter the site. See BUL-2426.1 (Rev.), Procedures to Access Sites During Non-Business Hours, dated December 8, 2009, from the Office of the Chief Operating Officer. The School Police must also be telephoned upon the arrival and departure of the personnel.

- O. The loss or theft of keys shall be reported to the Local District Office and School Police. After so reporting, the Maintenance and Operations Area 10 Lock Department shall be notified, via the trouble call line. The Lock Department will immediately re-key sensitive areas only.
- P. All keys shall be checked and turned in to the site key administrator at the end of the school year or in the event of an assignment change.
- Q. Staff members shall be notified that unauthorized possession by any person, including employees, of any site key or unauthorized duplicate key is a misdemeanor (Penal Code 469.).
- R. School Police will issue three alarm keys to the site administrator who will be responsible for these keys. The administrator will assign the keys accordingly. The District will maintain the three-key policy to insure the integrity of the alarm system.

No site will be issued more than three intrusion alarm keys without approval of the School Police Chief.

If an alarm key is lost or stolen, a report shall be made to School Police. A school police report number will be required when requesting a replacement.

- S. The principal/site administrator shall take whatever action necessary to ensure these procedures are followed.

AUTHORITY: This is a policy of the Los Angeles Unified School District.

RELATED RESOURCES: None.



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Policy Bulletin

ASSISTANCE: For assistance, please call Maintenance and Operations Area 10 Lock Department at (213) 745-1650 or your Local District Operations Coordinator. For further assistance, please contact Karen O’Riley, Director, Wayne Scott Moore, Director, or Cheri Thomas, Coordinator, Office of School Operations at (213) 241-5337.