

## Title: Procedure for Issuing Keys and Building Access

### Control Information

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### Revision History

Revision	Date	Revision Description	Originator
A	06/24/09	Initial Release	Jen Renée
B	10/09/2014	Numbering and format revision, include ED and AA	Melissa Harris

## 1.1. Objective:

The objective of this policy is to define the procedure to be followed for issuing keys to and permitting access to the building.

## 1.2. Procedure for Issuance of Keys:

The nature of MCCS 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. Consequently, several community members—including staff, board members, and volunteers—will need keys to access the school. Upon issuance of keys, the following procedure shall be followed:

1. A request for a key shall be made to the **Executive Director or Administrative Assistant**.
2. The **Executive Director or Administrative Assistant** shall determine adequate need and issue a key as necessary.
3. **It shall be noted that maintaining smooth daily operations and transitions make it necessary for master keys to be issued to most staff members.**
4. Each key holder's name shall be logged in Key log along with the type of key and the individual key number (when available).
5. Upon receipt of keys, each key holder shall be issued a procedure for securing the facilities.
6. All key holders shall relinquish their keys when their need for access expires.
7. All issued keys may be revoked at any time by the Administrator and/or the Board of Directors without prior notice.

## 1.3. Procedure for Issuance of Security Code:

1. The privilege of a key does not entitle a person to a security system code.
2. The **Executive Director** shall determine adequate need for a security system code.
3. Individuals may select their own code and submit code to the Administrator.
4. The **Executive Director** contacts Corvallis School District Facilities and Maintenance Department with instructions to activate a new code.
5. All security code holders shall relinquish their codes when their need for access expires.
6. A security code may be revoked at any time by the **Executive Director** and/or the Board of Directors without prior notice.
7. Proper activation and deactivation of the alarm system is necessary for continuing to have the privilege of a security code.