

**TO: PRINCIPALS, OFFICE STAFF, and DIRECTORS**

**FROM: Mark Shepard, Associate Superintendent for Business Affairs**

**SUBJECT: BUILDING KEYS AND SECURITY**

Keeping track of keys is important for the safety of students and staff in your building. This bulletin is intended to assist schools in maintaining a current key log. School administrators may provide building guidelines for checking out keys to their staff.

Per Regulation 3980.5 the administrator of each building will prepare and maintain a key log, which should include the following details:

- ✓ Building name
- ✓ Name of individual receiving key
- ✓ Room number(s) the key is used for
- ✓ Key number (if one is assigned)
- ✓ Date key was checked out
- ✓ Date key was reviewed\*
- ✓ Date key was returned.

\*In order to provide adequate control over building keys, it is recommended a key review be conducted annually. The recommended time frame for this review would be during the last weeks of the school year. The following is a recommended procedure:

- Staff is asked to bring their building keys to the office for review.
- The number assigned to the key is compared to the number recorded on the key log.
- The date of the review is noted on the key log.
- Staff would be given the option of returning the key or checking it out for the summer.

Staff not returning the following school year should return their keys on or before their last working day of contracted duty at the school. The annual review would help with problems encountered when staff members return keys on their last working day. **The administrator should follow up regarding any keys not returned.**

A list of unused building keys should be maintained and the keys should be kept in a safe and secure place. Additional building keys can be obtained by sending in a TMA work request to CMF. **NO DISTRICT KEYS WILL BE PREPARED BY AN OUTSIDE VENDOR.**

All keys distributed to vendors must be done through the FM Office.

It is the responsibility of LPS staff to report immediately the loss or theft of any district keys.

The key log will be subject to audit by the Lincoln Public Schools internal auditor.