

# REGULATION

## MONTGOMERY COUNTY PUBLIC SCHOOLS

---

**Related Entries:** ECM, ECM-RA  
**Responsible Office:** Chief Operating Officer  
Facilities Management

### Keys to School Buildings

#### I. PURPOSE

To establish the responsibility and outline procedures for securing keys to school buildings

#### II. PROCEDURES

##### A. General Instructions

No master key may be duplicated without the approval of the director of maintenance. If a duplicate key is required, the principal of a school will make such request in writing or via email to the director of maintenance and shall state the reason for the request.

The Division of Maintenance is responsible for storing extra keys for schools as well as a master key to each building in a key vault. The principal is responsible for maintaining any extra keys for the school in a secure location.

Accountability for the control, distribution, and use of master keys assigned to the building rests entirely with the principal. The total number of master keys allocated to each school will be based upon one key for each of the following staff members assigned to the school: principal, assistant principal(s), business manager, building service manager, designated security personnel, plant equipment operator, night service leader, and ICB worker. Three additional master keys will be placed in the local school key box for discretionary distribution by the principal. Master keys will not be duplicated by local school personnel.

In order to permit freedom of access both during and after school hours, all unit members of that building will, as needed for their work, be provided access to the lounge, teachers' workrooms, and through interior hallway gates. Upon request, subject to approval by the principal, teachers may be provided temporary access to an outside door in their area of the building during nonschool hours.

B. Keys for New School Buildings

Upon completion of a new school building, the contractor will furnish a full set of tagged keys to the director of the Division of Construction. The director of construction will then turn the keys over to the director of the Division of Maintenance who, in conference with the principal, will determine which interior keys will be required for the operation of the school plant. In every instance, a complete set of keys will be left with the principal, and any remaining excess keys will be properly tagged and deposited in the key vault, which is operated by the Division of Maintenance.

In the event that a new school is not fully completed, but partially occupied at the time of occupancy, all keys will be tagged and turned over to the director of construction in accordance with the first paragraph of this regulation.

In the event that a new school is completed, but not immediately occupied, total responsibility for the new school including key distribution will be determined by the director of the Department of Facilities Management.

C. Keys for Additions to Existing School Buildings

The procedures concerning keys for additions to existing school buildings are the same as above, except that no additional master keys will be given to anyone. The master key for the addition should be mastered to the existing building.

D. Terminating and Transferring Employees

Employees holding keys will turn them in to their supervisor/designee upon termination or transfer. In the case of changes in principals, the keys will normally be given to the incoming principal or acting principal directly by the departing principal.

**Regulation History:** Formerly Regulation No. 230-6, May 19, 1975; reprinted April, 1988; revised November 6, 1992; revised June 11, 1993; revised March 4, 2005.