

Key Control Overview

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Brief History

- 1992–1993 new key and lock system purchased
- Regulation last reviewed April 1997
- Required all site master and sub master keys to be in lock boxes
- Software tracking system in late 1990's
- Due to lack of accountability – placed under School Safety in 2009
- In 2010 all known key blanks were removed from the Lock Shop and placed in Key Control Office

Safeguards Since 2009

- 2009 – No replacement keys issued until paid for
- 2009 – Keys issued only to individuals, not areas
- 2009-2010 – Letters went out to Contractors for missing keys – ongoing
- 2010-2011 – Inventory of Schools
- 2011 – Master Key slips required Leadership approval
- 2011 – Project managers hold final contractor payments

Safeguards Since 2009

- 2011-2012 – HR begins practice of holding final checks
- 2013 – Keys removed from Maintenance boxes – Key Control open 5:00 am
- 2013 - Key tracking software updated and networked
- 2013-2014 - Random key audits being conducted

Grand Master – Site Master Keys

- Grand master opens all buildings except those keyed off to second master
- Site master open all doors at a specific site
- There is a record of 177 Grand Masters being made.

Regulation Changes

- The cost for all lost keys is currently \$5.00
- A survey was done of School Districts in AZ, NM and TX, looking for best practices
- Based on survey a sliding scale and contractor fees were proposed and have been presented to BLT and approved by the Deputy Superintendent of Operations.

Key Replacement Cost Increase

The proposed changes for lost keys are:

- Grand Master Key \$250.00
- Building Master Key \$100.00
- Room Key \$ 25.00
- Card Key \$ 25.00
- Gate Key \$ 10.00
- Cabinet/Desk Key \$ 10.00

Contractors Fees - Proposed

An agreement will be signed with the contractor that lost master keys may result in the contractor paying the District the following rates:

- A cost of \$7,000.00 for an Elementary School site.
- A cost of \$10,000.00 for a Middle School site.
- A cost of \$15,000.00 for a High School or Administrative site.

Access Control

- Card readers are best practice to address mechanical key control issues
- Installation was begun with the former bond project
- 29 schools or sites have access control
- 2 new Early Childhood Learning Centers will be added
- Funding to finish access control must be identified

Access Control Cost to Date

- Cost vary due to the number of exterior doors, for example,
 - Tolson - \$56,183.98
 - Miller - \$78,738.82
 - Wright - \$64,960.20

Questions?

- Thank you!