



Approved: July 31, 2002
Updated: May 12, 2009
Updated: May 26, 2014

902.1 Security of Equipment and Facilities

1. In accordance with insurance company recommendations, all buildings will have intrusion alarm systems installed. Such systems will be activated at all times when the building is unoccupied.

1.1 The building supervisor and principal shall issue access codes to all employees who require access to a building after hours.

1.2 Access codes shall not be issued to persons other than employees unless such a person is authorized by the principal in consultation with the Associate Superintendent, Business Affairs.

1.3 A communication protocol shall be established by the Supervisor of Buildings and Maintenance in consultation with the principal or building supervisor to ensure that all those required are aware of any breach of security that might take place.

2. A key inventory for each building shall be established and updated annually by that building's principal, designate, or supervisor. Any key issued to an employee will be recorded by the supervisor or principal upon issuance and return.

3. All capital equipment, tools and other items subject to theft will be marked for identification and this mark noted in an inventory list before the item is put into regular use.

Procedure