

PROCEDURES FOR ISSUING ACCESS CARDS/BUILDING KEYS

NO. 802.6R1

1. Access cards and building keys are Burlington Community School District property and are only to be used to fulfill professional duties. They are not to be loaned to any other person.
2. Entry to Burlington Community School District buildings is to be gained only by access card.
3. Access cards and building keys will be issued only for the employee's assigned buildings. Special accessibility requirements shall be submitted in writing to the building principal and to the Supervisor of Buildings and Grounds.
4. An access card is as important as an exterior school building key; a loss means building security is compromised. Any loss of an access card or of a building key must be reported immediately to the building principal and to the Supervisor of Buildings and Grounds. The Buildings and Grounds office can be reached at 753-0868 or after hours to Byron Whittlesey at 752-2178. A written notification of the loss shall then be completed and forwarded to the building principal and Supervisor of Buildings and Grounds by the next business day.
5. There will be no replacement charge for lost or stolen access cards. Once the replacement card is made it will be the responsibility of the employee to pick it up at the Building and Grounds facility.
6. "Time Zones" have been assigned based on the access group, the employee, or individual needs to fulfill the assigned duties. An Access Change Request Form must be completed stating why the change is needed and effective time period. After the form has been completed and signed by the building principal, the form shall be sent to the Supervisor of Buildings and Grounds for review and approval.

NEW EMPLOYEES

1. All new employees must complete and have on file the two-part Access Card/Building Key Authorization Form. The access card portion will be completed and/or verified at the Buildings and Grounds office at the time the employee's photo I.D. is taken and issued.
2. All new employees must complete the building key portion of the form when keys are issued at the building.

TRANSFERRED EMPLOYEES

It will be the responsibility of the principal or designee of the **new building** to notify the Buildings and Grounds office of the effective start date for the transferred employee by using the Access Change Request Form.

Approved: 07/17/06

Reviewed: 05/22/17
11/07/22

Revised: 11/21/11