



from Business Services

Keys, Keys, Keys of AUHSD March 2, 2020



Classroom keys, gate keys, master keys, grand master keys and many other classifications of keys, all with different sets of access, have rules and procedures attached with them.

So, why are keys important? What are the consequences when they are lost, mishandled, or stolen? How do we secure the *key* components of our operations?

Keys play a major role in the daily operations of every district. They safeguard students and employees, protect facilities from theft and vandalism, and therefore create accountability for those who are assigned keys.

When they are lost, stolen, or mishandled, however, they place our facilities at high risk and great vulnerability, impact operations and most importantly jeopardize the safety of our schools. It takes only one lost/stolen/misplaced key to give access to the wrong visitor into our sites.

Let's not forget the financial damages. Rekeying one lock costs, on average, \$300; rekeying all the gates of a high school costs up to \$20,000 and

rekeying all the keys of a high school costs, on average, \$46,000.

Here are a few practices that can minimize these safety risks and financial damages:

1. Ensure that District keys do not have key chains or stickers that identify the schools where those keys are operable.
2. Students and non-employees should never be given District keys to use.
3. Do not leave your keys (or your work ID) in the car. Often times, cars are vandalized when keys and items of value are left behind.
4. The moment you realize that you have lost or misplaced your keys, report it immediately to your site administrator. Administrators are also to report lost keys immediately to the Director of M&O.

Keys are important. So, let's safeguard our keys, sites, and students!

