

## MASTER KEY CONTROL INSTRUCTION

The following guidelines are offered to assist site key managers with the control and distribution of Lodi Unified School District school site master keys:

- All keys issued to Lodi Unified School District staff shall be recorded on the “**Site Key Master Control Log**”. Site Key Managers should regularly inspect the master site key box inventory for compliance to this instruction.
- Site Keys should not be installed on lanyards that have been imprinted with the school name or other identification that could be utilized to identify the key to the site.
- Maintenance and Operation Locksmith will conduct regular inspections of master key boxes to ensure inventory control.
- All keys issued to contractual, consultant and/or vendor personal shall be recorded on the “Site Master Key Control” document. Completed documents should be retained for approximately 3 years.
- Missing keys shall be immediately reported to the Director, Maintenance and Operations so that actions can be taken to secure the site and to recovery the misplaced key. (Please note that missing and/or lost keys may require that the entire site is re-keyed. In the event that a site must be re-keyed, the cost for that effort may be that of the responsible party.)
- All damaged and/or broken keys shall be reported to the Maintenance and Operations Work Order Desk at 209-331-7193. The damaged keys must also be returned to the Maintenance and Operations Structural Supervisor for verification and disposal.
- Please note that off hours and weekend school site access may require the assistance of the “On-Call Supervisor” to disarm the site’s security system unless your organization has been assigned a special district-wide access code. Please contact Alamo Alarm for access to the “On-Call Supervisor” at (209) 369-7749.

## SITE KEY & INTRUSION CODE MANAGEMENT

Please remind staff that schools site keys should be returned to your site's key control location on the last workday before the summer break. Also, following the key collection, please inventory the keys and advise M&O (209)331-7193 of any missing keys so that action can be taken to secure the site and cut replacement keys prior to the school opening.

Finally, please develop an inventory of all departing staff member's intrusion alarm codes and newly added staff that will require an intrusion alarm code. Those lists should be provided to Eric Wise [ewise@lodiUSD.net](mailto:ewise@lodiUSD.net) or Shelie Radotic [sradotic@lodiUSD.net](mailto:sradotic@lodiUSD.net)