



PROCEDURE

FA-007

BUILDING SECURITY AND ACCESS	
Superintendent Responsible: Superintendent of Business & Treasurer	Initial Effective Date: 2016/11/28
Last Updated: 2019/05/27	Next Review Date: 2023/12/15

Purpose:

To provide direction to Grand Erie District School Board (Grand Erie) employees regarding Building Security and Access.

Guiding Principles:

1.0 **Access to Grand Erie Buildings**

1.1 **Distribution of Electronic Access Cards**

- a) Grand Erie shall provide an electronic access/photo ID card and, if applicable, a security access code at no cost to all employees. Appendix C will be required to be completed upon pick up of new electronic access/photo ID card.
- b) Upon approval by Senior Administration and the completion of Appendix A including a refundable deposit of \$20.00, Grand Erie may elect to provide an electronic access card and, if applicable, a security access code to:
 - approved Community Users who have obtained permits through Grand Erie’s Community Use of Schools Policy (FA-04) and Procedure (FA-004)
 - approved Community Partners
- c) With the completion of Appendix B plus a refundable deposit of up to \$50.00, Grand Erie may provide electronic access card and, if applicable, a security access code to Grand Erie contractors as approved by the Manager or Divisional Managers of Facility Services.

Facility Services Department will keep records of all users and access codes.

1.2 **Distribution of Master Keys**

- a) Master Access Key – Site Specific (metal) – distributed to the Administrator(s) or Head Custodian for each building.
- b) Master Access Key – System (metal) – distributed to Director of Education and Secretary to the Board, Superintendent(s), Manager of Facility Services, Maintenance and Operations Supervisory employees.
- c) Master Access/photo ID Cards – System (electronic) – distributed to Director of Education and Secretary of the Board, Superintendent(s), Manager of Facility Services, Divisional Managers of Facility Services, Facility Supervisory– Custodial and Maintenance, other Maintenance and Information Technology employee(s) assigned to system duties.
- d) Appendix C will be required to be completed upon pick up of new keys.

2.0 **Access to Grand Erie Schools**

2.1 **Electronic Access Doors**

Each school is equipped with at least one electronic access door; Administrator(s) will be permitted to have a second electronic access door, only if physically feasible, and will be required to pay for it with school funds

2.2 Manual Lock Doors

Each school is equipped with one exterior door only which can be opened with a metal key in the case of emergency

3.0 After-Hours Access

3.1 Disarming and Arming the Security System

- a) All employees, Permit Holders and Contractors must be aware of and determine the status of the security system upon entering and before leaving Grand Erie buildings. The first person in the building after 6:30 am on a school day or anytime on non- school days must disarm the security system using the code assigned to them when the electronic access card was issued
- b) The last person to exit the building must rearm the security system using the code assigned to them when the electronic access card was issued
- c) Employees are not permitted after-hours access for personal use and are not to permit entry to family members and friends; all personal use of Grand Erie facilities must be secured by means of a Grand Erie permit issued by Community Use of Schools.
- d) Employee access/photo ID Cards are to be used ONLY by the employee that they belong to, Cards ARE NOT to be shared or given to any other person for access to a Grand Erie building. Failure to abide by this can results in disciplinary action
- e) Security arming codes are CONFIDENTIAL and must only be used by the person the code is provided to, Codes ARE NOT to be shared with anyone. Failure to abide by this can results in disciplinary action

3.2 Security Provider Charges

The security system automatically checks during the evening and night to ensure the building is armed; if the signal indicates an unarmed building, it will be auto-armed and security personnel are dispatched to investigate to ensure that there are no persons in distress in the building. Grand Erie sustains a cost each time the security provider is required to attend the site to check the building or arm the system in the event it was not armed by the last person to leave the building

- a) Permit Holders, Community Partners and/or Contractors will be billed directly for the cost incurred
- b) school accounts will be charged for employee staff infractions
- c) habitual negligence to arm the building will result in termination of access rights

4.0 Damaged Cards and Keys and Lost Cards and Keys

Electronic access card, electronic access/photo ID card, master access key (metal), Master access card (electronic) are the property of the Grand Erie and are not to be tampered with, defaced, damaged or exposed to theft or loss. Do not write access codes on the electronic card or leave it where it can be found.

4.1 Damaged Electronic Access Cards

- a) cards damaged from normal wear and tear will be replaced at no charge to employee
- b) cards exposed to excessive or chronic damage, will result in a replacement charge to employee
- c) cards willfully damaged will result in a replacement charge to the employee, Permit Holder, Contractor or Community Partners

4.2 Lost Electronic Access Cards

Employees, Permit Holders, Contractors and Community Partners are required to notify Facility Services Department as soon as they realize their Electronic Access Card is missing.

4.3 Lost Master Access Cards and Keys

- a) Employee(s) who are assigned Master Access Key or Cards are required to notify Facility Services Department in the event that their Cards or Keys are missing. Serious consequences can result from this loss and Grand Erie facilities must be secured against loss or damage
- b) Replacement keys (electronic or metal) will be reissued one time only at a replacement charge of \$50.00; further loss will result in termination of access

4.4 Damages and Theft to Grand Erie Buildings and Property

Electronic access is tracked by Grand Erie's security provider and damage to or theft from Grand Erie buildings which occurs during access by an employee, Permit Holder, Contractor or Community Partner may be billed to that person(s).

4.5 Replacement Fees

- a) Electronic Access Card – damaged
 - no charge first time
 - chronic damage will result in damage replacement charge of \$15.00
 - chronic damage may result in termination of access rights
- b) Electronic Access Card – damaged (willfully)
 - \$15.00 first time
 - termination of access rights for subsequent damage
- c) Electronic Access/photo ID Card – lost by employee
 - \$15.00 first loss
 - incremental increases of \$5.00 for each successive loss
 - frequent loss of electronic access cards may result in termination of access.
- d) Electronic Access Card – lost by Permit Holder or Contractor.
 - loss of deposit
 - frequent loss of electronic access cards will result in termination of access
- e) Master Access Card (electronic) – lost
 - \$50.00; more than once will result in termination of access
- f) Master Access Key (metal) – lost
 - \$50.00; more than once will result in termination of access
- g) Failure of employee to surrender electronic access/photo ID cards, master access key cards when required will result in a \$15.00 fee levied to the employee or charged to the school account (\$50.00 for Master Key Cards)
- h) Electronic Access Cards issued to Contractors are to be returned immediately upon completion of the assigned work. Should access devices not be returned as required, electronic access will be disabled and the appropriate fee as set out in above may be assessed and deducted from the Contractor's final invoice at the discretion of the Manager of Facility Services.

5.0 Deactivation of Electronic Access Keys may occur due to the following reasons

- 5.1 Administrator(s) may choose to limit access to the building
- 5.2 During major projects which may involve, e.g., asbestos removal, stripping & waxing floors
- 5.3 Security and operational concerns, including loss of key, card, code
- 5.4 Summer Use by Partners - The use of Grand Erie facilities for municipal partners shall be granted where possible. Great effort will be given in planning summer operations and maintenance activities. The Facility Services Department will continue to work or relocate the permit to a suitable similar location.
- 5.5 Summer Access for Employee(s) - Educational Staff are given restricted summer access to schools. Their electronic keys are deactivated during this period. Summer access for Educational Staff will be limited to a two-week period

consisting of the first week of July and the last one week of August in order to provide time for Facility Services Department to properly clean and maintain school buildings.

- 5.6 In the event that Educational Staff require entry that can only be scheduled during the period of restricted access, employee(s) must arrange for access through their Administrator(s) (if available) or by contacting the Operations and Energy Division Manager or by calling Facility Services Department help desk at 281282 with at least 24 hours advance notice.

When access is approved, the Facility Services Department will arrange for a facility services employee to meet the requesting employee at the school for entry at a prearranged time and at the front door.

Special consideration can also be given for teacher training that would require access during the restricted period.

The request must first be approved by the Family of Schools Superintendent in consultation with the Manager of Facilities or Operations and Energy Division Manager.

The Administrator(s) will be solely responsible for employee(s) entering the school during this time period. Any costs incurred by Grand Erie for responding to secure school building after work hours will be billed back to the school.

6.0 **Surrendering Electronic Access Cards**

- 6.1 All Electronic Access Keys Cards, Photo ID Cards and access codes are required to be returned under the following conditions:
- Employee(s) who retire, resign or have their employment terminated are required to surrender the electronic access card and access code to their Supervisor who will return them to Facility Services Department. Access codes are not to be reassigned to new employee(s) by their site supervisor.
 - Permit Holders and Contractors whose allotted time has expired are to surrender Electronic Access Keys Cards and access codes to:

Facility Services Clerk
Facility Services Building / 349 Erie Avenue, Brantford / 519-756-6301 or
Toll Free 1-888-548-8878

- 6.2 Failure to surrender electronic access cards when required will result in a \$15.00 fee charge to employee(s) (\$50.00 for Master Key Cards), or relinquishment of the \$20.00 refundable deposit for Permit Holders.

7.0 **Additional Information**

- 7.1 Errors in Arming and Disarming or to report lost access cards or master keys, contact Facility Services Department at 519-756-6301 (after hours follow the instructions for reporting building related emergencies) or Toll Free 1-888-548-8878.

7.2 **Employees Changing Locations/Extended Absence from Work**

The electronic access card and security code remain with an employee during their employment with Grand Erie.

- Changing Locations:
Employee(s) transferring to another location, will have their Supervisor provide all pertinent information to Facility Services Departments at least two (2) weeks before their new assignment begins.

- b) Medical, Parental or Other Leave of Absence

If an employee is away from their job for a period longer than three (3) weeks, the Supervisor must inform Facility Services Department to temporarily deactivate the employee(s) electronic access card.

7.3 **Precedence of Facility Custodial Services and Maintenance**

All Grand Erie procedures to maintain the cleanliness, safety and efficient operation of facilities will have precedence over employee(s) or community access to facilities.

APPENDIX A: Electronic Access Card Issued to Rental Permit Holders

Key Card Access Form: Rental Permit Holders

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario, N3T 5V3 (519) 756-3601
www.granderie.ca



The Grand Erie District School Board (Grand Erie) recognizes that certain groups and events requesting use of school facilities are identified as low risk. Responsible Permit Holders will be issued electronic access cards and an access code, if necessary for the period stated on their permit.

Permit Holders who are granted electronic access must complete the form below and provide a refundable deposit of \$20.00. The signatory is responsible for opening and closing the school and for ensuring adequate security is in place during the event/permit.

Grand Erie reserves the right to refuse future requests for electronic access if sufficient security is not provided, if the building is left unsecured, if damage to or theft of Grand Erie property occurs. Future permits will require the group to obtain security service at the permit holder's expense.

Electronic Access Keys and access codes must be returned to the Grand Erie's Facility Services Department following the event. Permit Holders who do not return their electronic access cards and access codes within one (1) month will lose their deposit.

Please consult Grand Erie's Building and Security Access Procedure (FA-007) located on Grand Erie's website. If you require additional information or clarification, please contact Facility Services Department:
349 Erie Avenue, Brantford, Ontario. (519) 756-6301 or toll free 1-888-548-8878

Form with fields: Permit Number, Date(s), Site(s), Contact Name, Organization, Address, City, Province, Contact #, Alternative #

For internal use only:

Form with fields: Key #, Deposit, Name (Print), Signature, Date Returned, Refund, Name (Print), Signature

APPENDIX B: Electronic Access Card Issued to Contractors

Key Card Access Form: Contractors

Grand Erie District School Board
 349 Erie Avenue, Brantford, Ontario, N3T 5V3 (519) 756-3601
 www.granderie.ca



The Grand Erie District School Board (Grand Erie) recognizes that contractors require access to sites after-hours or when Facility Services employee is not present. Therefore, responsible Contractors will be issued electronic access cards, identification badges and access codes, if necessary for a pre-determined amount of time.

Contractors who are granted electronic access must complete our Key Access Card form and provide a refundable deposit. A \$20.00 refundable deposit will be collected per electronic key access card requiring access to one or multiple sites. A \$50.00 refundable deposit will be collected per master electronic key access card (all sites). Only cash deposits and/or e-transfers will be accepted. The companies are responsible for opening and closing the school and for ensuring the facilities' security system is properly armed and disarmed.

Electronic key access cards, identification badges and access codes are to be returned to Facility Services Department at the end of the service contract. If future contracts are made with the contractor, the same electronic key access cards, identification badges and access codes may be provided to the company with the required refundable deposit.

Grand Erie reserves the right to refuse future requests for electronic access if sufficient responsibility has not been demonstrated. Contractors who do not return their electronic access cards, identification badges and access codes at the end of their contract will lose their deposit. Lost or broken cards will result in the loss of their deposit and can be replaced with an additional deposit. Further loss will result in termination of access.

Please consult Grand Erie's Building and Security Access Procedure (FA-007) located on Grand Erie's website. If you require additional information or clarification, please contact Facility Services Department:
 349 Erie Avenue, Brantford, Ontario. (519) 756-6301 or toll free 1-888-548-8878

Work Order#			
Date(s):		Site(s):	
Contact Name:			
Company:			
Address:			
City, Province:			
Contact #:		Alternative #	

For internal use only:

Key #:	
Deposit:	
Name (Print):	
Signature:	
Date Returned:	
Refund:	
Name (Print):	
Signature:	

APPENDIX C: Electronic Access Card Issued to Grand Erie Employee(s)

Key Card Access Form: Grand Erie Employee(s)

Grand Erie District School Board
349 Erie Avenue, Brantford, Ontario, N3T 5V3 (519) 756-3601
www.granderie.ca



The Grand Erie District School Board (Grand Erie) recognizes the importance of building security and access for employees. As per Grand Erie's Building Security and Access Procedure (FA-007), "Grand Erie may provide an electronic access/photo ID card and, if applicable, a security access code at no cost to all employees".

Photo ID Badges with electronic access is provided to new hires through the Human Resources hiring process. Building access locations and times for employee(s) is based upon one's current position. Changes may not be made to access locations and times.

Access Codes are provided to employees, when required, upon email request to idcards@granderie.ca Note that your assigned code is to be kept confidential and not shared with others. If you transfer locations, please send an email to idcards@granderie.ca

The first damaged card from normal wear and tear will be replaced upon email request. Subsequent damaged cards may result in a replacement fee of \$15.00. The first lost card will be replaced upon email request at a replacement fee of \$15.00. There is an incremental increase of \$5.00 for each successive loss. Email requests relating to access cards and codes must be sent to idcards@granderie.ca. Frequent loss or chronic damage to electronic card may result in the termination of access rights.

Please consult the Grand Erie's Building and Security Access Procedure (FA-007) located on Grand Erie's website. If you require additional information or clarification, please contact Facility Services Department: 349 Erie Avenue, Brantford, Ontario. (519) 756-6301 or toll free 1-888-548-8878

Name: []
Date: []

Key(s): [] Electronic Photo ID [] Hard Key(s)

Key/Card Number: []

By signing below, I acknowledge that I am not to share my Photo ID Badge with anyone:

Name (PRINT): []
Signature: []