SUBJECT: Issuing of Keys to Town Facilities	POLICY NO: 14
EFFECTIVE DATE: Sept 10, 2003 APPROVED BY: Stratford **Town Council**	
REVISION DATE: PAGE 1 OF 2	

PURPOSE

This policy establishes a system for managing the issuance of Keys to Town owned facilities.

THE POLICY

Major responsibility for the control of the issuing of keys for Town buildings is assigned to **Key Custodians.** The Key Custodian(s) for a building will usually be the person with primary responsibility for operating that building. The attached assignment list identified the Key Custodian for all Town buildings.

The responsibilities of the Key Custodian are as follows:

1.   The establishment and maintenance of a master key box for the building(s) they are responsible for.

2.   The establishment and maintenance of a record keeping system for the issuance of keys.

3.   Providing the maintenance foreperson and recreation department with duplicate keys for a Town-wide master key box.

4.   Establishing and maintaining an on-loan system for the temporary issuance of keys to residents.

5.   Deciding on the re-keying of the facility they are in charge of for the security or other reasons.

Where a key custodian is responsible for a building used by more than one service area, keys shall only be issued to senior personnel. In such cases, the responsibilities of the senior personnel for control of keys include the following:

1. Issuing keys to staff only as required.
2. Ensuring keys are returned upon termination.
3. Informing the key custodian in the case of lost keys.

The person responsible for a building shall have the following responsibilities for keys:

1. Maintenance of an overall master key box.
2. Issuance and control of keys given to senior personnel and maintenance personnel.
3. Coordinating the keying of new building and the re-keying of existing buildings.

LIST OF KEY CUSTODIANS

Facility	Key Custodian
Town Hall	Chief Administrative Officer
Field House	Recreation Director
Bunbury Hall	Town Maintenance Foreperson
RCMP Community Office	Senior Stratford RCMP Officer
Tea Hill Park	Town Maintenance Foreperson
Pondside Park Buildings	Town Maintenance Foreperson
Cross Roads Community Centre	Town Maintenance Foreperson
MacNeill Field Buildings	Recreation Director
Sprucehill Drive Pump House	Utility Maintenance Foreperson
Treatment Facility	Utility Maintenance Foreperson
Maintenance Building	Utility Maintenance Foreperson