



Administrative Procedure 7070

Building Access

Board Governance Policy Cross Reference: [1](#), [13](#), [15](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

[Building Keys/Cards Sign Out – Return Form](#)

Legal/Regulatory Reference:

Date Adopted: October 2003

Amended: May 2019

School access cards are provided to all Brandon School Division employees as determined by their immediate Supervisor or designate. The Supervisor or designate will provide authorization to the Facilities Department to grant the appropriate access level to the employee.

All employees are required to complete form the *Building Keys/Cards Sign Out – Return Form* outlining the conditions and acknowledge receipt of the access card. Employees provided with an access card are accountable for securing their card. Should the assigned card be misplaced, damaged or stolen the employee must report it immediately to their Supervisor or designate. The Supervisor or designate must inform the Facilities Department of the misplaced, damaged or stolen card to request deactivation of the card and assignment of a replacement card. All cards are to be returned to the Supervisor or designate upon transfer to another school or termination of employment with the Division.