

		Key Types									
		Exterior (Best type)			Interior (Schlage type)						
Room Types		Master	23 <sup>2</sup>	Change	GGM	GM	17 <sup>2</sup>	X	IT <sup>2</sup>	PGE <sup>7</sup>	Change
Knox Box (For fire department use only) <sup>10</sup>		X			X						
Exterior Key Type	Specific exterior doors key <sup>1</sup>		X	X							
	All exterior doors key	X	X								
	Key Cabinet (Located in main office) <sup>8</sup>		X								
	Contractor Key Box (Located in main office) <sup>9</sup>		X								
	Main exterior doors card										
Interior Key Type	Main Office				X	X	X				X
	Classrooms & Offices <sup>3,4</sup>				X	X					X
	Indiv. Classroom Storage <sup>3,4</sup>				X						X
	Gymnasium, Cafeteria, Auditorium, Media Center <sup>5</sup>				X	X		X			
	Staff RR				X	X		X			
	Work room/staff lounge				X	X		X			
	Storage Rooms				X	X		X			
	Custodian Office		X		X	X	X				
	Custodian Storage Rooms				X	X					
	Boiler room		X		X	X	X		X		X
	Mechanical rooms				X	X					
IT/Electrical Closet (HDF/MDF)				X	X			X			
Sensitive Storage (i.e. Records Room)				X							
People issued these keys:		Principal, Head/Lead Custodians	FOMs, PMs, Security, Maintenance	Teachers, Staff, Specialty Programs	Principal, Head/Lead Custodians	Vice Principal, Custodians	FOMs, PMs, Security, Maintenance	Teachers, Staff, Specialty Programs IT Staff		PGE as req'd	Teachers, Staff, Specialty Programs as applicable

<sup>1</sup> In schools without card readers, one exterior door shall be keyed such that there is a unique key to it to be given to those needing access to this specific school.

<sup>2</sup> These keys are district-wide keys and are to be keyed the same as all other schools in the district. All other keys are unique to each school. Boiler/Custodian offices vary in access per school whether an exterior or interior key type

<sup>3</sup> These keys are to be unique to each room (i.e. each classroom/office door is unique to that specific classroom/office and any storage within that classroom/office if of the same key type)

<sup>4</sup> The kitchen and kitchen storage and office(s) as well as gym storage and office are to be keyed similar to being its own classroom/office/storage use

<sup>5</sup> The gymnasium, cafeteria, auditorium, and media centers are to be treated as common staff spaces

<sup>6</sup> Special Program defined as contractors and others that run programs in our schools, but are not PPS staff (i.e. the Sun Program)

<sup>7</sup> In some schools, PGE will require access to one electrical room from the exterior. In this case, their access should be a unique key

<sup>8</sup> Keys within key cabinet should provide access to all spaces within the school

<sup>9</sup> Locate one GGM key within this box

<sup>10</sup> Locate one GGM key and one Exterior Master key in the Knox box.