



**CONTROL OF DISTRICT MASTER KEYS  
(MNT-A002)**

Clarksville-Montgomery County School System

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ADMINISTRATIVE POLICY

The online version of this policy is official.  
Therefore, all printed versions of this  
document are unofficial copies.

**CONTROL OF DISTRICT MASTER KEYS**

The Clarksville-Montgomery County School System (CMCSS) ensures that the accountability and control of all copies (four each) of the District Master Keys for both the ASSA and Primus high security building lock systems and are maintained in a consistent and accurate manner to ensure security of buildings and building access. The Director of Schools, Chief Operations Officer, Building Maintenance Manager, Facilities Manager, and Custodial Foreman are the only individuals authorized to sign for District Master Keys. The Building Maintenance Manager is responsible for maintaining and issuing District Master Keys only to these authorized individuals. Additional copies of Great Grand Master Keys will not be made.

**Revision History:**

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
4/8/13	IR	
3/18/15		Reviewed, no changes (except logo and format)
9/19/16	A	Changed Operations Foreman to Custodial Foreman. Changed title to "Control of District Master Keys".

**\*\*\* End of Policy \*\*\***