

Key Types		Exterior (Best type)			Interior (Schlage type)							
Room Types		Master	23 ²	Change	GGM	GM	17 ²	X	IT ²	PGE ⁷	Elevator Control	Change
Knox Box (For fire department use only) ¹⁰		X			X						X	
Exterior Key Type	Specific exterior doors key ¹		X	X								
	All exterior doors key	X	X									
	Key Cabinet (Located in main office) ⁸		X								X	
	Contractor Key Box (Located in main office) ⁹		X									
	Main exterior doors card											
Interior Key Type	Main Office				X	X	X					X
	Classrooms & Offices ^{3,4}				X	X						X
	All classrooms in department, grouping or wing											
	Indiv. Classroom Storage ^{3,4}				X							X
	Gymnasium, Cafeteria, Auditorium, Media Center ⁵				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			
	All mullions (interior & exterior doors)				X	X						
Elevator Control Room ¹¹											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 ¹²	Vice Principal, Custodians	FOMs, PMs, Security, Maintenance	Teachers, Staff, Specialty Programs	IT Staff	PGE	Principal, Head/Lead Custodians ¹²	Teachers, Staff, Specialty Programs	

¹ 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.

² 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

³ 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)

⁴ 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

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

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

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

⁸ Keys within Key Cabinet should provide access to all spaces within the school

⁹ Locate one GGM key within this box

¹⁰ Locate one GGM key, one elevator control room key, and one Exterior Master key in the Knox box.

¹¹ Coordinate with Elevator Inspector requirements for unique keying to the elevator control room. Locate one elevator control room key in the Key Cabinet.

¹² And as directed and maintained by the school site supervisor.