



Title Office Lockbox		Number 1607	
Department: Facilities	Owner: Project Manager	Regulatory Authority/ Related Policies:	Attachments: NA
Effective Date: April 10 th , 2026	Last Revision: N/A	Review Date: N/A	

Policy All keys associated with Communities Connected for Kids operations, including office doors and company assets such as vehicles, must be securely stored in the designated office lockbox when not in use. The lock box must remain locked at all times when not actively being accessed.

Procedures

1. Lockbox Security

- The office lockbox will remain locked at all times.
- Access to the lockbox is limited to authorized personnel only, such as the Front Desk Receptionist.
- The physical key for the lockbox will not be shared unless deemed necessary in an emergency.

2. Key Assignment

- All personnel who have a lock on their office door will be issued a personal copy of their key.
- Issued keys are the responsibility of the assigned individual and must not be duplicated or shared without authorization.
- If someone is requesting access to an individual's office, permission needs to be provided to the Front Receptionist for access from the office's owner.
- These are the following keys in the lockbox:
 - Fingerprinting Room
 - RTS Office
 - IT Room
 - Project Manager's Office
 - Small Board Room
 - Wellness Room
 - Mailbox
 - Southwest Secure Shredding
 - Reception Desk
 - Suggestion Box
 - HQ Outer Door
 - HQ Inner Door

3. Key Log and Inventory

- A Key Log and Inventory Record will be maintained at the front desk.
- The log must include:
 - Date and time of key removal



- Name of employee
 - Key description (e.g., company car, room number)
 - Signature or initials upon pickup
 - Date and time of return
 - Signature or initials upon return
- The Front Desk Receptionist is responsible for maintaining and updating the log.

4. Key Check-Out Procedures

- Keys (including company car keys/credit card) may only be checked out during office hours and kept in the lock box:
 - Monday through Friday, 9:00 AM to 5:00 PM
- Employees must sign the Key Log when retrieving a key.
- Keys must be returned promptly after use.

5. Key Return and Inventory Verification

- Upon return of any key, the Front Desk Receptionist will:
 - Verify the key has been returned.
 - Check the lockbox inventory to ensure all keys are present and accounted for.
 - Update the Key Log accordingly.
- Any discrepancies must be reported immediately to management.
- The Front Desk Receptionist will check that the door accessed has been locked upon return.

6. Emergency Access

- In the event of an emergency, the lockbox key or access may be shared only with authorized personnel.
- Following any emergency use:
 - The lockbox key access location must be changed immediately.

Accountability

Failure to comply with this policy may compromise the safety and security of the business.

Office Assignments:

DocuSigned by:
Approved: Carol Deloach
 Carol Deloach, CEO