



Name: Keys and Access Card Control
Policy Number: 3-1022
Origin: Facilities Management
Approved: November 1999
Issuing Authority: Director, Facilities Management
Responsibility: Manager, Custodial and Administration
Effective Date: April 11, 2011
Revision Date(s): November 3, 2004
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1. Purpose:

The purpose of the Key and Access Card Control Policy is th407.11 Tm (l)Tj 1 0 0 1 279.13 407.11,Tm (l)Tj 1 0 030 1 223.59 407.oTm

- f) **Key and access cards requested by university administrative departments require the written authorization of departmental head. The only exception is the Residence Department. These requests may be authorized by the Assistant Director, Residence.**
 - g) **Key and access cards requested by university academic departments require the written authorization of faculty deans or departmental chairpersons.**
- 3.3. **University keys shall not be issued to students except on approval of the Academic Dean or for identified student rooms on the approval of the Department Chair.**
- 3.4. **Keys or access cards shall not be issued to anyone to access another person's assigned office. For special requirements, approval may be given by the Dean or Director for the area.**
- 3.5. **In no case shall the issuance of a key or keys be authorized by the same person to whom the key or keys to be issued. Nor may keys be authorized by anyone with less than senior administrator authority.**
- 3.6. **Those persons with signing authority, for keys and access cards, are responsible for the following:**
- a) **Ensure there is a 'real and continuing' need for the issuance of keys or cards.**
 - b) **Ensure that keys or access cards are returned to Facilities Management from key holders who are terminating employment or who are transferring to another office or faculty.**
 - c) **Ensure the immediate reporting of lost keys or cards to Facilities Management and completing the lost key/access card form.**
 - d) **Limit the key and access card holding to an absolute minimum.**
- 3.7. **Key and access card recipients are responsible for the following:**
- a) **Properly completing and signing for all keys and access cards issued.**
 - b) **Maintaining personal possession of all university keys and access cards and not giving the keys and access cards to unauthorized persons.**
 - c) **Immediately reporting any loss of keys or access cards to the departmental directors, dean or chairpersons.**
 - d) **All university staff authorized to control spaces or access buildings will be responsible for their own key(s) in order to unlock or operate the keyed devices. Maintenance, custodial or security personnel are not authorized to unlock doors for individuals at any time, except when approved in advance in accordance with University Security Policy.**
 - e) **All recipients of keys are to ensure that they secure all office spaces after their departure, including engaging, where applicable, dead bolts.**
 - f)

- 3.9. Special security locks and keys for areas that are (University property) of special consideration may be permitted upon approval of the Director, Facilities Management.**
- 3.10. Grand Master keys shall not be issued to employees, except for those in university security.**
- 3.11. Building entrance keys may be issued to full-time University employees if the employee's job responsibilities require after hours entrance, as approved by the Manager, University Security. Keys for the entrances to the McNally building shall not be issued to university employees because the McNally security entrance is open 24 hours a day,**