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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
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1. Purpose:

The purpose of the Key and Access Card Control Policy is to promote the safety and security of university buildings and their occupants by providing guidelines for the issuance and accountability of all keys which control access to buildings and their contents.

2. Policy:

Duplication of keys by anyone other than the authorized University employees is prohibited. Keys and Access Cards will be controlled by Security, and issued and managed by Facilities Management in accordance with the following procedure.

3. Procedures:

- 3.1. Keys and Access Cards shall be requested by completing a Key/Access Card Request Form. The forms may be accessed on the Facilities Management webpage or picked up at McNally South 001. Forms must be completed in their entirety, which includes an authorizing signature and a return date. If the key is not returned by the date specified on the form, University Security will be responsible for retrieving the key.
- 3.2. Key and Access Card Request Forms must be approved as per the following:
 - a) Room Keys – Appropriate Senior Administrator, Dean or Department Head
 - b) Common Rooms and Classrooms – Manager University Security or Director, Facilities Management
 - c) Residence Rooms – Assistant Director Residence
 - d) Sub-Masters – Security Manager and Director, Facilities Management
 - e) Master Key – Security Manager, and Director, Facilities Management

- 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) Authorized key recipients are not to provide access to unauthorized persons.
 - g) Authorized key recipients are required to return all University keys/access cards to Facilities Management prior to the termination of their employment and/or transfer to another department.
- 3.8. No person shall use a personal lock for space control, nor may locks be changed or re-keyed without prior written approval of the Manager University Security.

- 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, 7 days a week.
- 3.12. Keys and access cards shall not be exchanged between individuals. When keys and access cards are no longer required by the individual to whom they were issued, they shall be returned to Facilities Management. University security shall be notified by department heads when keys and access cards are no longer needed.
- 3.13. Eligibility to approve or possess University keys or access cards may be terminated at any time by the individual's department head, Manager of University Security, and Director of Facilities Management.
- 3.14. Lost or overdue keys shall have the following penalties:
 - a) The university is authorized to require payment of a reasonable cost to the University for each University key or access card not returned. The department that employs the employee to which the key or access card was issued is responsible for the cost in accordance with a combination of b, c, and/or d.
 - b) Lost or overdue individual key or access card will cost \$10 / key or access card.
 - c) For each core or lock that has to be re-keyed in order to restore security, the cost will be \$50.00.
 - d) Lost or overdue sub-master key will cost \$100.00 per key; change of core or lock will be all costs included in changing the lock or core and reasonable labour involved in order to restore security, minimum fee of \$500.00.
- 3.15. Facilities Management shall maintain records identifying keys and access cards by number, names, function and signatures of personnel having possession of campus keys. Confidentiality of this information will be maintained under the authority of the Director of Facilities Management.
- 3.16. Facilities Management shall control all lock work on university facilities and property. Facilities Management and/or Security are authorized, as required, to install, alter or remove locks on any Saint Mary's University property, when approved by the Director, Facilities Management or Manager University Services.