

KEY AND ACCESS CARD CONTROL

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Owner.

Category:	A. General
Parent Policy:	A39
Approval Date:	September 19, 2016
Effective Date:	September 19, 2016
Procedure Owner:	Director, Facilities and Campus Development

Overview:	Key and access card control at Olds College enhances the safety and security of all students, staff and faculty. The implementation of these guidelines serves to protect our human assets, as well as, information and material assets.
Procedures:	<p>1. Issuance</p> <p>Staff/Faculty</p> <ul style="list-style-type: none"> • Keys and access cards may be requested for Staff and Faculty of Olds College for the duration of their employment at Olds College • Requests for duplication of keys and access cards will not be approved without a Lost Key/Access Card Form being submitted • In the case of office moves, a new key or access card will not be authorized until previous keys have been returned, or until Campus Facilities has received a new a Key/Access Card Request Form • Upon the end of a staff or faculty's tenure at Olds College, keys and access cards must be returned directly to the appropriate Dean/Director. Human Resources will only accept Clearance Forms once key return has been signed off <p>Students</p> <ul style="list-style-type: none"> • Students are not generally issued keys or access cards • In rare occurrences in which students require regular access to a building, or locked space without the supervision of an Olds College staff or faculty member, Deans/Directors will make a determination on a case by case basis and be responsible for the key/access card. • Student keys and access cards will be authorized for a maximum period of one semester (4 month period) at a time • At the end of each semester students must return keys and access cards to the appropriate Dean/Director <p>Partners</p> <ul style="list-style-type: none"> • Access required by others not employed, or attending Olds College must be approved by the Director, Campus Facilities & Sustainability

- These will be considered on a case by case basis with the utmost emphasis on risk to the institution

2. Processes

Obtaining a Key or Access Card

- Building and room keys/access cards must be requested by submitting a Key/Access Card Request Form
- Submission of a Key/Access Card Request Form must be submitted following an approved Office Move Request Form, if the move requires a key/access card change
- Upon approval of the key/access card request, the appropriate Dean/Director will release a key/access card to be used by the requesting staff, faculty, or student member only
- Each Department/School will be responsible for tracking distributed keys and will annually provide a key list to Campus Facilities (i.e. 20 DMP building keys in use by the School of Agribusiness, Land, and Fashion)
- Previous keys must be returned, before a new key will be issued
- IT will change building and/or room access on access cards upon authorization of Key/Access Card Request Forms

Returning a Key or Access Card

- Upon the end of an employment term (regardless of reason) for a staff or faculty member, keys and access cards must be returned directly to a supervisor. Human Resources will only accept Employee Exit Forms once key or access card return has been signed off
- Any lost keys or access cards that are found must be returned to the appropriate Dean/Director upon retrieval (or the Director of Campus Facilities if the appropriate Dean/Director is unknown)

Reporting a Lost Key or Access Card

- Lost building/room keys or access cards must be reported immediately using a Lost Key/Access Card Form
- Duplicate keys and access cards will not be issued to any individual without a Lost Key/Access Card Form being received
- If you lose a key or access card at a specific location, please contact the appropriate organization prior to reporting a lost key or access card

Lock Changes

- Lost keys, or a failure to account for keys, may require a change of lock for all compromised access points (doors)
- Costs including the costs of the new lock(s) and installation, as well as costs associated with the issuance of new key(s) will be charged back to the appropriate Department/School

Master Keys/Access Cards

- In the case of an existing master key or access card for buildings, an Administrative/Executive Assistant within each building on Campus will govern the master key or access card for that building
- The master key or access card will be available to be signed out during business hours and returned during the same business day
- The master key or access card cannot be signed out, outside of business hours

	<ul style="list-style-type: none"> Master keys and access cards will not be available for highly confidential areas, including Human Resources, Business Services, President and Vice President offices
Definitions:	
Related Information:	<p>A36 Office and Department Moves A37 Space Utilization Key and Access Card Request Form Lost Key/Access Card Form</p>
Review Period:	3 years
Revision History:	New: September 19, 2016