



KEY AND ACCESS CARD CONTROL

This document is the parent policy for any College procedures. Questions regarding this policy are to be directed to the identified Policy Owner.

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

Objective:	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.
Policy:	<p>SPECIFIC GUIDELINES</p> <p>Each Department/School has administrative responsibility to act with due diligence in the management and control of the College buildings, grounds, and all other facilities. The authorization and issuance of keys and access cards by Departments/Schools is a serious management and fiscal responsibility. Each Department/School is responsible for ensuring that assigned College keys and/or access cards are issued to approved individuals and ensure the provision of a safe and secure environment for staff, faculty, students, and visitors to Olds College and all information and material assets.</p> <p>Any issued keys and access cards by the Department/School remain the property of Olds College and may be recovered at any time. Failure to collect these keys/access cards will result in a Department/School replacement fee for each key/access card unaccounted for. Fees from keys/access cards that are unaccounted for may include the new lock(s) and installation, as well as, any associated costs with the issuance of new key(s)/access cards.</p> <p>This policy applies to all Olds College staff, faculty, students and partners requesting and/or granted temporary keys and/or card access to the Olds Campus. Staff, faculty, students and partners requiring access to the Fashion Institute at Bow Valley Campus or the Apparel Innovation Center, must follow policies and/or regulations in place by these locations.</p> <p>The release and recollection of keys and access cards is managed by Deans/Directors under the overall oversight of Campus Facilities. Authorized keys and access cards become the responsibility of individuals. Any individual involved with the unauthorized duplication, retention or usage of keys is in violation of this policy and are subject to disciplinary action determined by Human Resources.</p>

Definitions:	
Related Information:	A36 Office and Department Moves A37 Space Utilization
Related Procedures:	A39 Key and Access Card Control Procedure
Review Period:	3 years
Revision History:	New: September 19, 2016