

KEY & 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:	April 12, 2024
Effective Date:	April 12, 2024
Procedure Owner:	Director, Campus Development & Facilities

Overview:	Key and access card control at Olds College of Agriculture & Technology (the "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>Issuance</p> <ol style="list-style-type: none"> 1. Staff/Faculty <ol style="list-style-type: none"> a. Keys and access cards may be requested for Staff and Faculty of the College for the duration of their employment at the College. b. Requests for duplication of keys and access cards will not be approved without a Key and Access Card Request Form being submitted. c. 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 Key and Access Card Request Form. d. Upon the end of a staff or faculty's tenure at the College, keys and access cards must be returned directly to the appropriate Dean/Director. People & Culture will only accept Clearance Forms once the key return has been signed off. 2. Students <ol style="list-style-type: none"> a. Students are not generally issued keys or access cards. b. Occurrences in which students require regular access to a building or locked space without the supervision of a College staff or faculty member, the respective Dean/Director will make a determination on a case-by-case basis and be responsible for the key/access card. c. Student keys and access cards will be authorized for a maximum period of one term (4 month period) at a time. d. Student ID cards are used/activated for building access (access cards); the Office of the Registrar issues access approval through the registration process.

- e. At the end of each semester students must return keys and access cards to the appropriate Dean/Director; access will also be deactivated at that time.

3. Contractors

- a. Access required by others not employed by, or attending the College must be approved by Campus Facilities. These will be considered on a case-by-case basis with the utmost emphasis on risk to the institution.

Processes

1. Obtaining a Key or Access Card

- a. Building and room keys/access cards must be requested by submitting a Key and Access Card Request Form.
- b. Submission of a Key and Access Card Request Form must be submitted following an approved Workspace Move Request Form, if the move requires a key/access card change.
- c. 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.
- d. Each Department/School will be responsible for tracking distributed keys and will annually provide a key list to Campus Facilities.
- e. Previous keys must be returned before a new key will be issued.
- f. The TLCI Helpdesk staff will change building and/or room access on access cards upon authorization of the Key and Access Card Request Form.

2. Returning a Key or Access Card

- a. 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. People & Culture will only accept Employee Exit Forms once key or access card return has been signed off.
- b. Any lost keys or access cards that are found must be returned to Security upon retrieval.

3. Reporting a Lost Key or Access Card

- a. Lost building/room keys or access cards must be reported immediately using a Key and Access Card Request Form.
- b. Duplicate keys and access cards will only be issued to individuals after submission of a Key and Access Card Request Form.
- c. 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.

4. Lock Changes

- a. Lost keys, or a failure to account for keys, may require a change of lock for all compromised access points (doors).
- b. Costs including the cost 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.

5. Master Keys/Access Cards

- a. Existing master keys for buildings can be [signed out](#) from Campus Facilities.
- b. The master key or access card will be available to be signed out during business hours and must be returned during the same business day.

	<ul style="list-style-type: none"> c. The master key or access card cannot be signed out, outside of business hours. d. Master keys and access cards will not be available for highly confidential areas, including People & Culture, Business Services, President and Vice President offices.
Definitions:	
Related Information:	<p>A37 Space Utilization & Allocation Policy A37 Workspace & Department Space Allocation Procedure Key and Access Card Request Form Workspace Move Request Form</p>
Review Period:	3 years
Revision History:	<p>New: September 2016 Revised: April 2024</p>