

Keys and Access Cards

Version 8

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The security of students, employees, property and assets on campus, and access within the College, is protected by key or card access.

Keys will not be issued for an area or door that is already being controlled by a card reader or is scheduled to be unlocked during defined operating hours.

Only one key will be issued for each door requested.

Requesting Keys or Access Cards

- Fill in the **Key/Access Card form** available online or from Campus Security and have it approved by your Supervisor.
- Campus Security will contact you by email or phone when your key/access card is ready for pick-up. It usually takes about seven business days.
- Only you can pick up the key/access card. Campus Security will request identification.
- If the pickup is not done within ten business days of notification, your request will have to be re-submitted.

Your Responsibilities

Your key/access card:

- will be kept in good, working condition
- will be returned when requested by the College or when you are no longer employed by the College
- will not be duplicated
- will not be use to provide unauthorized access
- will not be transferred – if you are found with someone else's key or card it will be confiscated and you could face disciplinary action

As a key/access card holder, you will:

- close and lock all secured doors you have opened when entering or leaving a building or area
- not prop doors open or leave them unlocked when the facility is intended to be secured at all times or is normally closed
- co-operate and provide requested information during key/access card audits

Lost, Stolen or Damaged Keys/Access Cards

In order to maintain the protection of students, employees, property and assets, it is important to report lost, stolen or damaged keys/access cards immediately to Campus Security.

Replacements

If a broken or damaged key is being replaced, all pieces of it must be turned into Campus Security prior to a replacement. Facilities Operations and Maintenance may be able to retrieve a broken key from a lock. There is no charge for a replacement key when this procedure is followed.

Charges apply:

- If an access card is lost more than twice. There will be a \$20 charge to replace it any your supervisor will be notified.
- If a door lock has to be changed due to negligence – such as a lost key – the cost will be charged to your department and/or the person involved.

Violation of the Access Control Policy

If there is a suspicion that a violation of the [Access Control Policy](#) has occurred, individuals are to report it to Campus Security.

More Information

Contact Campus Security for information on requests or the status of requests.

More information is available in the [Access Control Policy](#).

tags : access-card, key-card, security