

SUBJECT: KEY AND OTHER ACCESS DEVICE CONTROLS**1. Purpose**

The purpose of this policy is to ensure authorized access and security of all University facilities.

2. Scope

Facilities Management is responsible for issuing all facility access devices. As such, all requests for access devices (including keys) to UNBC buildings must be made in writing to the Director of Facilities Management.

Only one key will be issued per person for a specific lock.

Individuals are prohibited from unauthorized possession, duplication, disabling or circumventing of access devices to university facilities. This includes, but is not limited to filing keys, picking, or modifying cylinders or locks. The propping of doors to bypass security, and taping latches is also prohibited.

Staff, faculty and students requiring keys will submit a written application, approved by their Dean/Director, to the Director of Facilities Management.

3. Authority

The Director of Facilities Management is directly responsible to the Chief Financial Officer for the administration of this policy and associated procedures.

4. Definitions

Access device - is any mechanical or electronic device used to secure a university space, such as an athletic facility, a building, a room, or a closet at a site occupied by an academic or administrative unit, or a university vehicle.

Key holder - may be a university employee, a non employee who requires continued access to university space, a student of the university, a visiting faculty member, a volunteer, an alumnus, or an authorized visitor. Employee and student numbers are used to track access devices. Those key holders who are not employees or students of the university must obtain a Key holder Reference Number (affiliate card) from the Manager of Treasury Services (Finance Dept.) before they will be issued an access device.

Master device (masterkey) is a device that will open more than one door that has its own unique access device. Master devices will be issued to department heads only.

Keyed alike means that all rooms identified with this designation will be accessible via the same key/device (i.e. all communication rooms).

Keyed differently means that all rooms identified with this designation will be accessible via their own individual key/device.

5. Responsibility

The responsibilities each party has in connection with this University Policy are:

Facilities Dept	Issue access devices Coordinate, store, and protect access devices properly. Maintain an access device record system.
Security/Risk Management	Authorization of restricted area devices Periodic Audits
Deans, Directors, Provost or President	Authorization of key request forms for their designated space. Evaluate the need for access devices for new personnel. Determine whether a compromised area needs to be re-keyed in consultation with Risk Management.
Key holder	Maintain control of issued access devices. Promptly inform the Facilities Department of any lost or misplaced access devices. Prevent unauthorized use or duplication of access devices in his or her possession. Relinquish access devices when no longer authorized for their possession. Return all access devices upon termination with the university.
Human Resources	Upon employee transfer, notify employees of the return policy of access devices and potential hold on pay pending the return of access devices in their possession. Notify Facilities when employees terminate their employment with the university.

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6. Ownership of Access Devices

All Access Devices remain the property of The University of Northern BC. Access devices not utilized by the department or declared obsolete must be returned to Facilities for disposal. This action will clear that department's access device inventory account and the employee charged with the responsibility for the Access Device(s).

7. Fees

There will be a \$35.00 deposit fee for all students at the time of key request, and a \$10.00 deposit fee per additional access device. Total deposit fee will be returned when ALL access devices have been returned to the Facilities Department. This excludes employee and student cards. All fees and deposits for employee or student cards that are used as access devices are payable to Finance/Cashiers.

There will be a \$30.00 replacement fee per Access Device for lost devices.

In the event that the Director of Risk Management determines that the re-keying of an area is necessary due to the loss of security as a result of lost access devices, a re-key charge will be levied to the department responsible. The re-keying fees are as follows;

- \$25.00 for the first lock needing to be re-keyed
- \$10.00 for every additional lock
- \$2.50 for each key needing to be replaced
- a labour component may also be assessed for re-keying an area.

8. Access Device Records

Facilities Department is responsible for maintaining an access device control log and documenting the issuance of access devices. Both long-term and short-term key holders must be included in these log-in and log-out procedures.

Facilities is also responsible for maintaining a record of all university masterkey systems, electronic access control systems, and how they relate to university space, hardware and locking systems.

9. Control and Security of Master Keys

With appropriate authorization and justification, master keys will be issued to a key holder who requires continuous use of the requested key. All costs to re-secure areas affected from the loss of one of these master keys rests with the key holders department. Key holders accepting custody of these master keys will be required to sign a statement acknowledging responsibility for their use and care. All Master keys require approval of the Director of Facilities Management and must be justified as part of the annual Key Inventory.

Those key holders requiring high level master keys that work entire buildings, or groups of buildings (Grand Master keys and Great Grand Master Keys), will be able to carry these keys on a day to day basis while on campus, but they are to be signed out from UNBC Security when arriving and commencing work, and signed back in before leaving for the day.