

Facilities Ancillary Services Best Practice

Key Requests

INTRODUCTION (Purpose and Importance)

Facilities Services has the responsibility for physical security on campus and will ensure that security is maintained through access. This practice will assist with upholding security through the proper procedure listed below.

- Department secretary (or designate) will complete the online key request and forward to Facilities Services,
- Once key request is processed by Facilities Services, keys will be cut and an automatic response will be sent to the individual to have them come and pick up their keys from the Facility Services office,
- Upon notification of employee termination, Human Resources will email Facilities Services requesting individuals return materials and property to the appropriate department. For this purpose, keys need to be returned to the Facilities Services office and card access is removed,
- Issuance of great grand masters and grand masters will only be issued to the Executive, Deans and those employees approved by the Director, Facilities Services and Campus Development,
- Issuance of all building masters, requires the approval of the Manager, Buildings & Grounds or Facilities Services Security Manager,
- Issuance of area masters requires the approval of the Dean responsible,
- Keys may be issued to students under the direction of the Dean (or designate) including the Student Union building,
- Key requisition forms are available online from the Facilities Services and Campus Development website,
- When returning keys, do not send through the internal mail but return them directly to the Facilities Services office.

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