

Facilities Management

POLICY:
KEY AND CARD ACCESS SECURITY

NUMBER:
WP-35

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PREPARED BY:

Facilities Management
(FM)

Facilities Management

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Table 2 Building Services Authorization

	<u>Primary Authorization</u>	<u>Secondary Authorization</u>
FM Building Services Ring	FM Building Services Manager	Not required
FM Building Services Manager Ring	Director or Associate Director, Building Services	Not required
Other Keys <i>See Table 3</i>	FM Building Services Manager	See Secondary Sponsor column in Table 3

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Lost or Missing Keys

In the event that assigned keys or key rings are lost or deemed missing:

Contractors will forfeit their deposit, future access to keys may be restricted if Manager, Client Services deems loss was due to negligence in safeguarding university assets.

Building Services & Facilities Operations: department unit will be billed for replacement expenses, employee may be subject to disciplinary action if Manager, Client Services deems negligence in safeguarding university assets.

Short-term sign-out: department unit will be billed for replacement expenses, future access to keys may be restricted if Manager, Client Services deems negligence in safeguarding university assets.