

PROCEDURE FOR POLICY 1.41 – Building Access Control

- 1.00 The University will issue building and room access keys and/or provide electronic access to faculty, staff, and students who have been assigned facilities or authorized access to facilities outside scheduled operating times. Electronic access will be activated through the Western One card issued by the Registrar's office.
- 2.00 Deans, Associate Vice-Presidents, or designates will authorize access at an appropriate level taking into consideration factors such as individuals' needs, nature of activity, personal safety, security, and control.
- 3.00 Once issued, keys/cards are not transferrable. The individual to whom the keys/cards were issued is responsible for their security.
- 4.0 Electronic access and control technologies provide superior protection and flexibility to keyed locks. Consequently, it is the policy of the University that electronic access and control
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 - 4.1 All perimeter entry points will be electronically controlled allowing timed lock/unlock settings. **Afterhours** access will be limited to a few major entry points.
 - 4.2 Interior areas containing high value assets or presenting safety-related risks may also be electronically controlled.
 - 4.3 All card access doors will have a key override for use in case of emergency. These keys will be issued only to the WSCS. Under special circumstances, keys may be issued to specific authorized users.
- 5.0 **Access Request - Keys**
 - 5.1 Individuals requiring access to a key controlled building/room must submit their request using the Keys Request electronic form which will be electronically approved by the appropriate departmental signing authority. Requests for master key access require the approval of the Deans/Associate Vice-Presidents of all faculties/departments in the building **and** Facilities Management. Approved requests must be picked up within 30 days of the pick-up notification.
 - 5.2 Requests must be submitted using the electronic Keys request form. Fax and email requests are not accepted. A Western ONECard must be presented on pick up of the keys. Under normal circumstances, keys will be ready for pick up two days after

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- 5.3 In the exceptional event that an individual cannot pick up the keys in person s/he must send an email to the Keys office with the request and information on who is picking up the keys. The individual picking up the keys must present their Western ONECard and provide an electronic signature.
- 5.4 Only one key will be issued per person for a specific lock. Requests for a replacement key must include a WSCS Incident Report number and a WSCS assessment of the extent to which security has been jeopardized.

6.0 Deposits

- 6.1 To emphasize the importance of security and individuals' responsibilities in that regard, deposits will be required as follows:

Category	Deposit	Applies to:
Initial Key	\$ 25	Students and others, at the discretion of approving department
Replacement	\$ 25	All keyholders

- 6.2 Deposits can be paid by the individual key holder by debit or credit card. Departmental accounts are not accepted for payment. When keys are returned the deposit is issued to the individual.
- 6.3 **As a point of clarification, the 15% rule:**
- ALL students, whether undergraduate, graduate, or part-time employee, must leave a deposit for EACH key issued.
 - Research associates, visiting scientists, and post-doctoral fellows do NOT have to leave deposits.

7.0 Access Requests

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8.0 Access No Longer Required

- 8.1 When an individual no longer requires access to a facility it is the responsibility of the authorizing department to ensure card access is deactivated and the individual returns all keys issued. Where the access system is centrally controlled the designated authority will notify WSCS at cardacc@uwo.ca to deactivate the individual's card.
- 8.2 The individual shall ret(ac)-8 (t8CW)-33.9eW (h) 0.008 eify