

**The UNIVERSITY of WESTERN ONTARIO
POLICIES and PROCEDURES**

1.41 BUILDING ACCESS CONTROL

Classification: General

Effective Date: 28JUN05

Supersedes: 24JAN02
(Policy 2.27)

PURPOSE

1.00 The University of Western Ontario is committed to ensuring the safety and security of persons and property of the University. This policy establishes the authorities, principles, and procedures for the control of access to University buildings.

SCOPE

2.00 This policy applies to all University buildings with the exception of University Housing, Research Park, and Museum.

AUTHORITIES / RESPONSIBILITIES

3.00 The Associate Vice-President (Facilities Management) or his/her designate is responsible for building access control and is the sole authority for the fabrication, distribution, and control of office and building locking systems and keys. S/he may establish working groups as required to review building access strategy and policies to ensure University needs are met. The Associate Vice-President (Facilities Management) may delegate authority/responsibility for control of electronic access for specific areas to Deans, Associate Vice-Presidents, or their designates .

4.00 Facilities Management will issue keys and provide electronic access only to **individuals** duly authorized by Vice-Presidents, Deans, Associate Vice-Presidents, or their designates in accordance with the principles and procedures set out in this policy. Facilities Management will not issue multiple keys/cards to Departments for subsequent issue. Deans and/or Associate Vice-Presidents who have been delegated authority for control of electronic access for specific areas must also do so in accordance with the principles and procedures set out in this policy.

5.00 **All** keys/cards referred to in this policy are the property of the University of Western Ontario and are not to be duplicated by any faculty, staff, or student. Appropriate sanctions, as approved by the Board of Governors, may be taken against anyone found in contravention of this direction.

6.00 Individuals issued a key or given electronic access are authorized access only to assigned areas. Possession of a key/card does not extend authority for access beyond the designated areas or times.

PRINCIPLES

7.00 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.

8.00 Deans, Associate Vice-Presidents, or their designates will authorize access at an appropriate level taking into consideration factors such as individuals' needs, nature of activity, personal safety, security, and control.

9.00 Once issued, keys/cards are not transferrable. The individual to whom the keys/cards were issued is responsible for their security.

10.00 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 systems will be specified, as appropriate, for all new construction, major renovations, "off master" (special)

installations, and lock replacements scheduled as part of regular maintenance. The Associate Vice-President (Facilities Management), in conjunction with Campus Community Police and clients, will determine the specifications of required systems. The following principles will guide the development of electronic control systems on campus:

- 10.01 All perimeter entry points will be electronically controlled allowing timed lock/unlock settings. **After hours** access will be limited to a few major entry points.
- 10.02 Interior areas containing high value assets or presenting safety-related risks may also be electronically controlled.
- 10.03 All card access doors will have a key override for use in case of emergency. These keys will be issued only to Campus Police and Facilities Management. Under special circumstances, keys may be issued to specific authorized users.
- 10.04 At least one exterior card access point in a building will be connected to the building's emergency power system unless operationally it is not feasible.

PROCEDURES

11.00 Access Request - Keys

- 11.01 Individuals requiring access to a key controlled building/room must submit to the Facilities Management Service Centre a completed Facility Access Requisition form 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** the Building Manager. Requests are valid for **30 days** only.
- 11.02 Requests may be submitted by Fax (661-2174) or by e-mail (ppdhelp@uwo.ca), however, individuals must have the original Facility Access Requisition with authorizing signature to pick up the keys. They must also present their UWO Identification (Western One Card). Under normal circumstances keys will be ready for pick up two days after PPD has received the request.
- 11.03 In the exceptional event that an individual cannot pickup the keys in person s/he must sign the form in the appropriate space before sending the requisition to PPD. The person picking up the keys must present UWO identification and sign the Facility Access Requisition form.
- 11.04 Only one key will be issued per person for a specific lock. Requests for a replacement key must include a Campus Community Police Service (CCPS) Incident Report number and a CCPS assessment of the extent to which security has been jeopardized.

12.00 Deposits

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

Category	Key Type	Deposit	Applies to:
Initial Issue	Single Lock	\$ 25	Students
	Multiple Lock (Master/sub-master)	\$ 50	
	Off-Master Lock	\$ 50	
	Student Council/Club Office	\$ 50	
	Community Legal Services	\$ 50	
Replacement	Single Lock	\$ 25	Departments, faculty, staff, and students
	Multiple Lock (Master/sub-master)	\$ 50	
	Off-Master Lock	\$ 50	
	Student Council/Club Office	\$ 50	
	Community Legal Services	\$ 50	

12.02 Deposits from students must be in cash. Deposits from faculty and staff (replacement keys) may be from departmental accounts.

12.03 As a point of clarification to the above table:

- (a) ALL students, whether undergraduate, graduate, or part-time employee, must leave a deposit for EACH key issued.
- (b) Research associates, visiting scientists, and post-doctoral fellows do NOT have to leave deposits.

13.00 Access Requests - Electronic (Cards)

13.01 Individuals requiring access to an electronically controlled building/room must submit a completed Facility Access Requisition form to the appropriate departmental authority for approval. Where the electronic access system is departmentally administered the designated authority will activate the individual's card.

13.02 Where the system is administered by Facilities Management the designated authority will forward the approved Facility Access Requisition to the Facilities Management Service Centre. Requests may be submitted by Fax (661-2174) or by e-mail (ppdhelp@uwo.ca) if a digital signature is used. Under normal circumstances the individual's card will be activated within two days after PPD has received the request.

14.00 Access No Longer Required

14.01 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 PPD to deactivate the individual's card.

14.02 The individual shall return keys to the Keys Office to ensure his/her record is cleared and deposits are refunded. The individual will receive a receipt for all keys surrendered and must return the receipt to the authorizing department. For individuals who are leaving the University this clearance will be required before academic records or final pay cheques are released.

15.00 Lost Keys/Cards

15.01 In the event a key is lost or stolen it is imperative that the key holder notify the Campus Community Police immediately. The person must also notify the appropriate departmental signing authority. To obtain a replacement key the individual must have a CCPS Incident Report number and CCPS assessment of the extent to which security has been jeopardized.

15.02 In the event a card is lost or stolen it is imperative that the card holder notify the Registrar's Office immediately. The person must also notify the appropriate departmental signing authority who will deactivate electronic access from the card or notify Facilities Management as applicable. Replacement cards are issued through the Registrar's Office.

15.03 Should it become necessary to re-key an area because of lost keys, the cost will be charged to the department concerned.

16.00 Requests for Keying or Access System Changes

16.01 In the past the University has permitted the use of "off master" (special) key lock systems to meet specific security needs. Improvements in mechanical locking systems along with the advent of electronic access and control systems provide superior options for meeting stakeholder security needs. Hence, "off master" key lock systems will not be authorized or installed.

16.02 Where a Dean or Associate Vice-President considers there is a need for an access system which differs from the existing system the Dean/Associate Vice-President will submit a request for the change to the Facilities Management Service Centre using the Access System Change Request form. Representatives from Facilities Management and Campus Community Police Service will conduct a risk/security assessment to determine the appropriate system to meet the requester's needs.