POLICY: KEY AND ACCESS CARD SECURITY

PREPARED BY: Facilities Management (FM)

AUTHORIZED BY: Lynn Logan

CLASSIFICATION: WORK PROCEDURE

EFFECTIVE: June 9, 2016

SUPERSEDES: July 1, 2015

POLICY:
The key security procedure is intended to accomplish the following:

1. To minimize the potential for loss of Building Master Keys and access cards.
2. To relieve the employee, as much as possible, of the discomfort of carrying large rings of keys.
3. To relieve the employee, as much as possible, of the responsibility for large numbers of Building Master keys.

GENERAL CONDITIONS (SUPPORT SERVICES BUILDING):
All personnel normally operating out of the Support Services Building will be subject to the following general conditions:

1. All personnel who routinely require access to mechanical areas (including electrical and elevator rooms) will be issued an appropriate set of keys for these areas.
2. Personnel who routinely require specialized keys (electrical panels, control panels, etc.) will be issued an appropriate set of these keys.

All keys that are required, other than the above, will be signed out on a `one-day only' basis. The sign-out location will be Client Services (CS).

Sufficient rings, holding individual Building Master keys, will be available for sign-out. It is expected that, under normal circumstances, one or several of these will be used where access to non-mechanical areas is required.

In situations where frequent key changes have a strong negative impact on a worker's productivity, special key rings containing specialized sets of Building Master keys will be available with the approval of a Manager. (This may be as much as a complete set of Building Master keys.)

SPECIAL CONDITIONS:
Special rings of keys will be issued to the On-Call Personnel that are necessary to perform their function during the seven days of their on-call assignment.

Campus Community Police Service will make available the appropriate keys for after-hours use by personnel who are not in possession of an on-call set.
POLICY:
KEY AND ACCESS CARD SECURITY

NUMBER:
WP-35

Page 2 of 3

KEY CONTROL PROCEDURE:

1. Client Services will be responsible for key control.
2. The key sign-out service will be provided from 7:00am to 4:30pm, Monday through Friday, with the exception of holidays.
3. A lockable key cabinet will be located at Client Services.
4. Keys will be available only from Client Services for sign-out/pick-up on a daily basis.
5. Key sign-out requests exceeding more than one day must be authorized on a form that is provided by Client Services.
6. Sufficient rings of keys containing all building masters, including G.M.K., will be available for sign-out by selected individuals, when authorized by their respective managers.
7. Sufficient rings containing individual building masters will be available for sign-out.
8. All rings of keys will be placed on a welded ring and will include an identification tag to record the sign-out and return times.
9. Special rings of keys will be available for On-Call Personnel. These rings will include gate access cards, the radio access key and other keys, as determined. These keys will be signed out for the duration of the on-call assignment (1 week).
10. Campus Community Police Service (CCPS) will have sufficient sets of keys available for emergency use or for sign-out during the "off hours".
11. All trades personnel who require access to the mechanical rooms, caretaker closets or to the "slop" rooms will be permanently issued a set of keys that will include the following:
   - ME-MS Schlage Mechanical
   - ME-MY Yale Mechanical
   - ME New Schlage Mechanical
   - ELEV-X4004 Medical Science Penthouse
   - ELEV-4 Social Science Penthouse
   - Elevator Room Keys (for Elevator Mechanics only)
   - Individual Shop Key

Residence Key Issuance:

Residence keys are controlled by Housing and are not signed out through Client Services. Long-term sign out for staff and contractors is authorized and approved by Housing. For the summer residence shutdown period from May through August, short-term detail sign out is provided by Client Services for FM Trades, Fire Safety, Occupational Health & Safety, and Facilities Development & Engineering Staff only (not contractors).
POLICY:
KEY AND ACCESS CARD SECURITY

Requests for keys to be cut will be sent to the Associate Director, Building Services for approval and/or perusal. The request will then be sent to the Lock Shop to be cut. Filled key requests will be picked up from Client Services by the Associate Director, Building Services, or a designated Residence Building Manager. The following are the areas affected:

- Alumni House
- Ausable Hall
- Bayfield Hall
- Beaver Hall
- Delaware Hall
- Elgin Hall
- Essex Hall
- Lambton Hall
- London Hall
- Medway Hall
- Ontario Hall
- Perth Hall
- Platt's Lane Estates Inc.
- Saugeen-Maitland Hall
- Sydenham Hall

CONTRACTORS/CONSULTANTS/OUTSIDE SERVICE PERSONNEL:
Client Services will provide access cards and keys to contractors ONLY through FM sponsors and ONLY for short periods. Contractors may not personally sign out access cards or keys through Client Services.

Client Services requires a $100.00 deposit per card and will record the contractor's name, phone number, and company for whom the access card(s) have been signed out and a return date.

Any contractors working on campus must sign for their keys/cards from Client Services with the appropriate security deposit of $100 for non-master or cards and $500 for master keys. Key Request Forms must be filled out and authorized by the appropriate FM sponsor as per this FM Policy (WP-35). Client Services will evaluate and select the appropriate keys required for each request. See below for examples of authorization required. Key requests will be filled within 1-3 business days of the receipt of the appropriate signatures and pending the availability of the keys requested.

<table>
<thead>
<tr>
<th>Location</th>
<th>Primary Sponsor</th>
<th>Secondary Sponsor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Rooms</td>
<td>FM Project Manager</td>
<td>Manager, Electrical Mechanical Shop</td>
</tr>
<tr>
<td>Roof Access</td>
<td>FM Project Manager</td>
<td>Manager, Structural Shop</td>
</tr>
<tr>
<td>Residence Roof</td>
<td>FM Project Manager</td>
<td>Associate Director, Building Services Residence Manager</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Roof</td>
<td>FM Project Manager</td>
<td>Manager, Electrical Mechanical Shop</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td></td>
</tr>
<tr>
<td>High Voltage Room</td>
<td>FM Project Manager</td>
<td>Manager, Electrical/Controls Shop</td>
</tr>
<tr>
<td>Access</td>
<td></td>
<td>Electrical Infrastructure Specialist, FDE</td>
</tr>
<tr>
<td>Building non-master</td>
<td>FM Project Manager</td>
<td></td>
</tr>
<tr>
<td>Building Master</td>
<td>FM Project Manager</td>
<td>Executive Director, Facilities Management</td>
</tr>
<tr>
<td>Restricted Keys</td>
<td>FM Project Manager</td>
<td>As per notes on database.</td>
</tr>
</tbody>
</table>

GENERAL NOTE:
For contractors working for an extended period or starting early, and/or working late in Animal Quarters, special arrangements can be made through CCPS only.