

HS 13**Key Control**

Classification:	Health, Safety and Security
Responsible Authority:	Director, Risk Management
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1995.02.07
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PURPOSE

To maintain a lock and key system that provides authorized access to College facilities

SCOPE

All keyholders

DEFINITIONS

Word/Term	Definition
Keyholder	Any employee, student, contractor, volunteer or other person, who has been issued a key for any College lock(s)

POLICY

1. The integrity of the College lock and keying system is essential to protect College assets and to provide access to College facilities by only authorized keyholders.
2. The College maintains and distributes four (4) categories of keys:
 - 2.1 *Change Key*: Key opens one lock and may be distributed to any employees or students within a school / department area.
 - 2.2 *Department or Building Sub-Master Key*: Key opens all the locks of a defined area of a department or of a building. The distribution is limited to full-time employees that require frequent access to large portions of areas within the school / department's area. Distribution is managed in accordance with the Security Services Key Control Protocol.
 - 2.3 *Functional Sub-Master Key*: Key opens all the locks of a sub-function keyway that is established within a building master system and that segregates areas by function. Eg. Mechanical / electrical spaces.

- 2.4 *Grand Master Key*: Key opens all the locks of several buildings within a campus or an entire campus. These keys are not for general distribution and are issued to a keyholder only with the authorization of the Manager, Security & Emergency Services.
- 3 The Manager, Security & Emergency Services or delegate is the sole approving authority for:
- the production and issue of keys;
 - the alteration of locks;
 - the installation of locks.
- Any exception is to be approved by the Director, Risk Management.
4. All keys and locks are the property of the College. Keys are to be returned, when requested, to Security Services or when the keys are no longer required.
5. All keys and locks are the responsibility of Risk Management. The transfer or reproduction of keys and the installation or removal of locks by unauthorized parties is strictly prohibited.
6. Keyholders are responsible for the safe keeping of any keys assigned to them. Keyholders shall not make copies of keys or transfer their keys to another person.
7. Employees changing offices are to return their original keys to Security Services who will issue new keys.
8. Lost or stolen keys must be immediately reported to Security Services by phone at ext. 5010 or on-line using a *Security Incident Report*. The costs for rekeying locks as a result of lost keys and the production and re-issue of keys may be allocated to the school / department responsible for the loss.
9. Managers will collect keys from employees leaving upon termination of employment with the College and return them to Security Services. All keyholders are also required to return keys upon termination of employment or in accordance with the agreement set at the time of the key issue.

PROCEDURE

	Action	Responsibility
1.	Request for Keys	
1.1	Complete a <i>Key Request Form</i> (on-line) to receive a key	Staff requiring a key
1.2	Consult with Security Services about key issue and approval, as needed.	Manager of the area requesting key

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| 1.4 | Issue key to the Employees within seven (7) business days. | Security Services |
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2. Loss or Theft of Keys

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| 2.1 | Report the loss or theft of a key immediately to Security Services, using the <i>Security Incident Report</i> (On-line). | Keyholder |
| 2.2 | Investigate the loss of the key and initiate lock changes and key re-issuances as necessary. | Security Services |

SUPPORTING DOCUMENTATION

RELATED POLICIES

RELATED MATERIALS

On-line Incident Report

<https://www.algonquincollege.com/safety-security-services/home/accident-incident-report-on-line-form/>

On-line Key Request

<https://www.algonquincollege.com/safety-security-services/home/security-services-home/key-request-form/>