

HS13**Key Control**

Classification:	Health, Safety and Security
Responsible Authority:	Manager, Security and Emergency Services
Executive Sponsor:	Vice President, Finance and Administration
Approval Authority:	Algonquin College Executive Team
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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
Global Facilities Management Software	Combines sophisticated and adaptable, web enabled, PC-based software to manage assets.
Keyholder	Any employee, student, contractor, volunteer or other person, who has been issued a key for any College lock(s).
Keyring	Tamper-proof stainless-steel ring designed to ensure that when a set of keys or other items is checked out they are not changed or tampered with before they have been returned safely.
Security Asset Manager Cabinet	Control and monitor valuable assets using high security, electronically controlled cabinets. Assets are assigned to one or more users based on pre-determined rules. Pin user access comes standard and many other access options are available.

POLICY

1. The lock and key system provides access and privacy protection for College facilities, personnel, and assets.

2. Security Service is the sole administrative authority for the College's lock and key system. This includes sole authority to: produce and assign keys, make changes to or install lock core mechanisms, contract the installation of a Security Access Management cabinet (SAM), and grant access to GFMS.
3. Keys are assigned by Security Services to a specific individual (or corporate contractor) and are required to be returned to Security Services upon request or when the original assignment has completed. Keyholders are responsible for the safe keeping of their assigned keys. The reproduction of keys and the removal of locking mechanisms is prohibited. Employees are required to return assigned keys to Security Services when they are no longer required.
4. In cases of an employee or contractor termination of employment, Managers are required to obtain assigned keys for return to Security Services. The transfer of keys to another employee or contractor is prohibited.
5. Employees or contractors that have lost or believe their assigned keys have been stolen must report the loss to Security Services by phone at ext. 5010 or online using a Security Incident Report (see Related Materials below). Costs associated with re-keying locks or lock cabinets and re-issue of keys/rings may be charged to the school/department from where the loss occurred. Cost associated with a SAM and GFMS are the responsibility of the school/department where the systems are located and costs may be charged by Security Services to ensure continued maintenance and full functionality.
6. The College maintains and distributes five (5) categories of keys:
 1. Change Key: A key that opens one lock. It can be assigned to any employee or if required by a student as part of an academic program and requested by school/Department employee, assigned for distribution by that employee. With a key(s) assigned to an employee as an academic program requirement, then subsequently assigned by that employee to a student, the employee originally assigned the key(s) is responsible for returning the key(s) upon completion of the academic requirement.
 2. Department or Building Sub-Master Key: A key that opens all the locks of a department or building. Assignment is limited to full-time employees who need frequent access to large portions of a department or building as part of their job requirement. Assignment of these keys is restricted by Security Services and an Administrative Manager from the requesting department.
 3. Functional Sub-Master Key: A key that opens all the locks of a specific operational function within a building (eg. mechanical rooms/electrical rooms/technology closets). Assignment is limited to full-time employees that require frequent access to specific operational function within a

building as part of their job requirement. Assignment of these keys is restricted by Security Services and an Administrative Manager from the requesting department.

4. Grand Master Key: A key that opens all the locks of several buildings within a campus. Assignment of these keys is highly restricted by Manager, Security & Emergency Services.
5. Keyrings: A set of keys that can open particular functional areas or an entire building within a campus. These keyrings are temporarily assigned to a specific employee or contractor who must enter an identifiable access code into a department SAM. All keyrings should be returned to the department SAM before the end of each business day.

Note:

- Each department with GMFS access and a SAM - the department must conduct daily audits and promptly advised Security Services of physical damages or software problems.
- Identity card "tap" access devices are supplementary to the key access system and can be requested from Security Services at the cost of the requesting department - "tap" administration is not covered by this policy.

PROCEDURE

Action	Responsibility
1. Request for Keys	
1.1 Complete a Key Request Form (Workday) to receive a key.	Employee requesting a key
1.2 Provide approval to Security Services for the employee's key request.	Manager of the employee requesting a key
1.3 Issue key to the Employees - usually issued within ten (10) business days.	Security Services
2. Keyrings	
2.1 Contact Security Services to create or modify a keyring.	Manager of the area requesting key
2.2 Issue and updating of keyrings - usually within fifteen (15) business days.	Security Services
3. Lost, Unreturned, or Theft of Keys	
3.1 Once aware, report lost, unreturned, or theft of keys or keyring to Security Services by phone and the online Security Incident Report (see Related Materials below).	Keyholder or Manager
3.2 Investigate the loss of key or keyring, initiate lock changes, and re-issue key or keyring as required.	Security Services

SUPPORTING DOCUMENTATION

None

RELATED POLICIES

HS01: Occupational Health and Safety

RELATED MATERIALS

Online Incident Report

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

Online Key Request

<https://www.algonquincollege.com/workday/>