



Key and Electronic Access Control Requisition Form

Information of employee/student requiring access:

Name: _____ Department: _____

Employee ID/ Student ID: _____ Email: _____

Conditions of issue:

- All keys and electronic access control credentials (access card, key fob, PIN code etc.) issued to an individual:
 - Remain the property of The University of Winnipeg.
 - Must only be used to carry out assigned work duties or academic studies.
 - Must not be loaned or duplicated.
 - Are the responsibility of that individual and must be returned to the department's Designated Authority or the Facilities Administration office if the individual transfers to a different department, begins a leave of absence, or terminates employment or studies.
 - If lost or stolen should immediately be reported to the Facilities Administration office or Security Services.
- Replacement fees are in effect for lost, stolen or otherwise missing keys and/or electronic access control credentials.

By signing below, you are confirming that you have read, understood and agreed to the conditions of issue listed above.

Signature: _____ Date: _____

Reason for requesting access:

- New Employee
- Employee transferring department – From: _____ To: _____
- Student requiring access to carry out academic studies.
- Requesting additional key(s) or electronic access control for an employee or student.
- Lost key(s) or electronic access control credential.
- Other – Please specify: _____

Access request:

BUILDING	ROOM / AREA / CARDHOLDER GROUP	DAY / TIMES	

Expiry Date: _____

PIN Code Required for Alarm System - Building & Areas: _____

Authorizing Signatures:

Designated Authority: _____ Signature: _____ Date: _____

Facilities Authorizing Officer: _____ Signature: _____ Date: _____

Acknowledgement of individual receipt of key(s) identified above: _____ Date: _____



- All key and electronic access control credential requests must be submitted to the Facilities Administration office on a standard key and electronic access control requisition form. The form can either be dropped off in person in the basement of Bryce Hall (0B07) or sent to facilities@uwinnipeg.ca. The Facilities Administration office hours are Monday to Friday 8:00 am – 12:00 pm and 1:00 pm - 4:00 pm and phone number is 204-258-3060.
- All key and electronic access control requisition forms must be signed by the department's Designated Authority.
- The Designated Authority is responsible for ensuring all necessary safety training is completed prior to allowing access to rooms with specialized equipment.
- Once authorized by the appropriate Authorizing Officers, the Facilities Management office will communicate to the Designated Authority or the individual once the key(s) and electronic access control credentials are ready to be picked up. Proof of staff or student identification will be required upon pick-up.
- Please allow up to five business days to process key and electronic access control requisition forms.
- All requested keys and electronic access control credentials must be picked up within thirty days of the request being processed unless prior arrangements have been made.
- Non-regular employees and students must pay a one-time \$20 deposit for any physical key or access card they receive from the Facilities Administration office. This deposit will be refunded when all keys and/or card issued to them have been returned to the Facilities Administration office.
- Replacement fees in effect for lost keys or electronic access control credentials are as follows:
 - a) Keys - \$20.00 per key
 - b) Cards - \$20.00
 - c) Key Fobs - \$20.00
- The Facilities Management department will review the key(s) lost, stolen or otherwise missing to determine which locks must be re-keyed. If the Facilities Management department deems it necessary to re-key a space, floor or building for security reasons, it will be re-keyed at the expense of the department or unit that lost the key.
- Upon misuse of University keys or electronic access control credentials, the Facilities Management department or Security Services has the authority to confiscate them from any individual. They will be re-issued only upon receipt of a letter of authorization from the Vice-President, Finance and Administration. If re-issue is not authorized, any deposit paid by the individual will be forfeited.
- The University of Winnipeg [Key and Electronic Access Control policy](#) and it's accompanied [procedures](#) establishes and clearly defines the principles for administering University keys and electronic access control for all University Facilities.
- Access to campus facilities when the University is closed will be in accordance with the [Access to University Buildings and Property policy](#) and [Workers Working Alone/In Isolation policy](#).