



THE UNIVERSITY OF WINNIPEG
POLICY

NUMBER K-1

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INITIALS [Signature]

TITLE: KEY ISSUE AND CONTROL

EFFECTIVE DATE: April 1, 1996

AUTHORITY: Vice-President (Finance and Administration)

PURPOSE:

The purpose of this policy is to establish and define the guidelines and procedures for administering University keys.

SCOPE:

This policy and the procedures outlined herein apply to all members of the University community, including students, employees, contracted service employees, and visitors, and include all University owned or leased properties.

RESPONSIBILITY:

The Director of Physical Plant is responsible for the communication, administration and interpretation of this policy.

POLICY:

- 1) Keys are issued to enable employees to carry out their assigned duties and responsibilities and to enable students to complete their academic studies.
- 2) All keys issued remain the property of The University of Winnipeg.
- 3) A list of all authorizing signatures including authorizing officers, Department Chairs/Heads and their respective designates, shall be approved by the Vice-President (Finance and Administration) and a copy sent to the Physical Plant Office. The list will be updated October 1st each year.
- 4) All requests for keys shall be submitted to the Physical Plant Office on a standard key requisition form.
- 5) Where there is more than one Department on the same floor of a building, no floor master keys will be issued unless approved by the Head of each Department located on the floor.



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- 6) Keys are not to be loaned to anyone.
- 7) Key requisitions shall be authorized in the following manner:
 - a) Room Keys - by the Department Chair/Head and the appropriate Authorizing Officer, or their respective designates.
 - b) Area Masters - by the Department Chair/Head and the appropriate Authorizing Officer or their respective designates.
 - c) Floor Masters - by the Department Chair/Head and the appropriate Authorizing Officer, or their respective designates.
 - d) Building Masters - by the Department Chair/Head and the appropriate authorizing officer, or their respective designates, and the Vice-President (Finance and Administration).
 - e) Grand Masters - by the Department Chair/Head and the appropriate authorizing officer, or their respective designates, and the Vice-President (Finance and Administration).
 - f) Special Assignment - by the Director of the Physical Plant or designate.

The appropriate authorizing officer is the administrator who has overall responsibility for the space for which a key is requested.

- 8) Keys for entrance doors to the University will not be issued to non-regular employees or to students.
- 9) Individuals may not sign out multiple keys in their own name for distribution to non-regular employees or to students.
- 10) Keys shall be issued individually and are the responsibility of that employee until he/she transfers to a different department or area, begins a leave of absence, or terminates employment. The appropriate Department Head/Chair is responsible for retrieving keys from an employee under these circumstances on the employee's last day of work in that Department.
- 11) Access to campus facilities when the University is closed will be in accordance with the policy on Access to University Buildings and the policy on Workers Working Alone.



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Key Transfer

- 12) If a Department Chair/Head retrieves a key from an employee under the conditions described in (9) above and subsequently re-issues that key to another employee, the Department Chair/Head shall send appropriate documentation to the Physical Plant Office describing the details of the key transfer.

Issuing of Keys to Students

- 13) A student requiring a University key for the purpose of their studies, shall complete a key requisition, obtain the appropriate authorizing signatures described above, and pay a one time deposit at the Physical Plant Office. This deposit will be refunded when all the keys issued to the student have been returned to the Physical Plant Office.

Lost Keys

- 14) a) **Employees and Special Assignment**
A lost key shall be reported to Security Services immediately. Prior to re-issue, the individual must complete a new key requisition form and obtain the appropriate signatures described above. Upon receipt of an occurrence number from Security Services, the Physical Plant Office will re-issue the key(s). The individual will be required to pay a replacement fee.
- b) **Students**
A lost key shall be reported to Security Services immediately. Prior to re-issue, the individual must complete a new requisition form and obtain the appropriate signatures described above. Upon receipt of an occurrence number from Security Services, the Physical Plant will re-issue the key(s). Any deposit previously given will be forfeited and a new deposit required.

Key Returns

- 15) All keys issued remain the property of The University of Winnipeg and shall be returned to the Department Chair/Head or the Physical Plant Office under the conditions described below.



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a) Employees

- i) upon transfer to another Department;
- ii) upon relocation to a different office or building;
- iii) upon termination of employment;
- iv) upon the request of the Department Chair/Head; OR
- v) upon commencing a leave of absence for a period of 30 days or longer. An employee on such a leave may retain their key if that employee is authorized to have access to the building and/or office during the leave.

b) Students

- i) at the end of the academic session or period after which the keys will not be used for at least 30 days; OR
- ii) upon the request of the Department Chair/Head.

If a student fails to return all keys issued to him/her as described above, his/her marks may be withheld.

Key Retrieval

16) a) Employees

The Department Chair/Head will inform the Physical Plant Office of any regular employee transferring to a different department, terminating employment, or commencing a leave of absence prior to that employee's last day of work in that department in order to allow the Physical Plant Office to retrieve or re-issue the key(s).

b) Students

The Physical Plant Office will contact Department Chairs/Heads at the end of each academic term or session to remind them to have students to whom keys have been issued return the keys to the Physical Plant Office, or to submit a new key requisition with the appropriate signatures and a new return date to the Physical Plant Office.



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Key Misuse

- 17) Upon misuse of University keys, Security Services has the authority to confiscate any or all keys from any individual. These keys 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.

DRAFTPOLKEYISSUE.CTR
Approved - Senior Administration
March 26, 1996

