

# Facilities Management

**POLICY:**  
**KEY AND CARD ACCESS SECURITY**

**NUMBER:**  
WP-35

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**PREPARED BY:**

Facilities Management  
(FM)



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<b>POLICY:</b> <p style="text-align: center;"><b>KEY AND CARD ACCESS SECURITY</b></p>	<b>NUMBER:</b> <p style="text-align: center;">WP-35</p>
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*Table 2 Building Services Authorization*

	<u><b>Primary Authorization</b></u>	<u><b>Secondary Authorization</b></u>
FM Building Services Ring	FM Building Services Manager	Not required
FM Building Services Manager Ring	Director or Associate Director, Building Services	Not required
Other Keys <i>See Table 3</i>	FM Building Services Manager	See Secondary Sponsor column in Table 3

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**Lost or Missing Keys**

In the event that assigned keys or key rings are lost or deemed missing:

Contractors will forfeit their deposit, future access to keys may be restricted if Manager, Client Services deems loss was due to negligence in safeguarding university assets.

Building Services & Facilities Operations: department unit will be billed for replacement expenses, employee may be subject to disciplinary action if Manager, Client Services deems negligence in safeguarding university assets.

Short-term sign-out: department unit will be billed for replacement expenses, future access to keys may be restricted if Manager, Client Services deems negligence in safeguarding university assets.