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**Effective Date:** June 7, 2019

**Supersedes:** January 24, 2002; June 28, 2005

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### **PURPOSE**

1.00 The University of Western Ontario is committed to ensuring the safety and security of persons and property of the University. This policy establishes the authorities, principles, and procedures for the control of access to University buildings.

### **SCOPE**

2.00

### **AUTHORITIES / RESPONSIBILITIES**

3.00 The Associate Vice-President, Facilities Management or his/her designate is responsible for building access control and is the sole authority for the fabrication, distribution, and control of office and building locking systems and keys. S/he may establish working groups as required to review building access strategy and policies to ensure University needs are met. The Associate Vice-President, Facilities Management may delegate authority/responsibility for control of electronic access for specific areas to Deans, Associate Vice-Presidents, or their designates.

4.00 Facilities Management will issue keys and Western Special Constable Service (WSCS) will provide electronic access only to individuals duly authorized by Vice-Presidents, Deans, Associate Vice-Presidents, or their designates in accordance with the principles and procedures set out in this policy. Deans and/or Associate Vice-Presidents who have been delegated authority for control of electronic access for specific areas must also do so in accordance with the principles and procedures set out in this policy.

5.00 All keys/cards referred to in this policy are the property of the University of Western Ontario and are not to be duplicated by any faculty, staff, or student. Appropriate sanctions, as approved by the President, may be taken against anyone found in contravention of this direction.

## **POLICY 1.41 – Building Access Control**

- 6.00 Individuals issued a key or given electronic access are authorized access only to assigned areas. Possession of a key/card does not extend authority for access beyond the designated areas or times.