



## KEY AND ACCESS CARD POLICY AND PROCEDURES

### Purpose

To protect the property and privacy of the University of Saskatchewan (USask) and of individuals assigned to use Health Sciences facilities, by limiting access to owned or leased facilities assigned to individuals and their supervisors.

**NOTE:** The procedure for obtaining authorization to access research laboratories is outlined in the “Lab Key and Access Card Permissions Policy and Procedures” located on the Health Sciences website: <https://healthsciences.usask.ca/>.

### Policy

- 1) It is the policy of the USask Health Sciences to issue building and room keys/access cards to faculty, staff, resident students, authorized non-resident students or visiting scientists, and persons or organizations having contractual agreements with the university.
- 2) Individuals as specified above must be issued the fewest number of necessary key/access cards—at the lowest level in the locking system hierarchy—to provide the required access.
- 3) All keys/access cards are the property of the university and must be returned upon termination of employment or contractual agreement. Obsolete or unneeded keys must be returned to the USask Health Sciences for disposal.
- 4) This policy and its enforcement are the responsibility of the Health Sciences and are implemented through the appropriate administrator. It is the responsibility of this administrator to maintain systematic and effective control of all keys/access cards for rooms and/or buildings within Health Sciences facilities.
- 5) The USask Health Sciences, in conjunction with Facilities and Electronic Protection, is responsible for issuing and tracking keys/access cards and maintaining accurate records. Keys/access cards are issued in the strict trust that proper measures will be taken to ensure their safekeeping. Loss of keys/access cards can result in significant financial loss to the university and can expose university community members to unnecessary risk.
- 6) **If an individual loses a key/access card or has had one stolen, it must be immediately reported to Protective Services at 306-966-5555 and the Health Sciences at 306-966-2637.** Individuals must also inform their immediate supervisor and laboratory manager. With zero exceptions, all lost or stolen cards will be immediately disabled by the Health Sciences in order to protect the university’s people and assets.
- 7) Replacement cost(s) of lost keys/access cards will be billed to the appropriate college or department based on the cost of a card at the time of replacement. It is the responsibility of colleges/departments to recover any associated costs from individuals based on their operating principles.
- 8) Facilities is the authorized agent for installation, maintenance, and control of all locks and keys/access cards for USask buildings. This responsibility includes design of lock systems, maintenance of locks, keys/access cards, and records.

- 9) It is a violation of USask policy for any individual to duplicate or share any key/access card issued by the university. Only the USask Health Sciences and Facilities are authorized to approve duplication of keys/access cards.
- 10) Facilities is responsible for maintenance and service of all locks, including periodic replacement and upgrading, in order to maintain proper security. In cases due to lost or stolen keys/access cards where it becomes necessary to re-key a building (or an area within a building) to maintain security, the college/department responsible for the lost or stolen keys/access cards will be charged costs for new cores and issuance of new keys/access cards.

### University levels of key access

Type of Key / Access Card	Level of Access	Authorized Users	Rules of Issuance
Individual Key	Private offices	Office occupant	Issued by the Health Sciences upon assignment of office space.
Key / Access Card	Office suites	Suite occupants	Issued by the Health Sciences upon assignment of office space.
Key / Access Card	Building entrances	Building occupants	Issued by the Health Sciences but restricted to those occupants requiring after-hours access and authorized by their unit head and/or dean.
Key / Access Card	Research laboratories	Cluster occupants	Issued by the Health Sciences but only upon receipt of key requests from laboratory managers. No other requests will be approved.
Key	Student labs	Teaching personnel	Issued by the Health Sciences upon receipt of key requests from authorized college and/or unit personnel.
Key / Access Card Building Master	All building access (except Mechanical and Electrical space).	Limited to Health Sciences administrators (including custodial personnel) and other college faculty or administrators whose job duties require such access.	Issued by the Health Sciences through the FMD Key Shop upon authorization from the Health Sciences director of operations.
Key / Access Card Building Master	All building access (including mechanical and electrical maintenance space).	Limited to specific authorized Facilities trades personnel.	Issued by the Facilities Key Shop only.