

PROCEDURE FOR POLICY 1.41 - Building Access Control

- 1.00 The University will issue building and room access keys and/or provide electronic access to faculty, staff, and students who have been assigned facilities or authorized access to facilities outside scheduled operating times. Electronic access will be activated through the Western One card issued by the Registrar's office.
- 2.00 Deans, Associate Vice-Presidents, or their designates will authorize access at an appropriate level taking into consideration factors such as individuals' needs, nature of activity, personal safety, security, and control.
- 3.00 Once issued, keys/cards are not transferrable. The individual to whom the keys/cards were issued is responsible for their security.
- 4.00 Electronic access and control technologies provide superior protection and flexibility to keyed locks. Consequently, it is the policy of the University that electronic access and control systems will be specified, as appropriate, for all new construction, major renovations, "off master" (special) installations, and lock replacements scheduled as part of regular maintenance. The Associate Vice-President (Facilities Management), in conjunction with Western Special Constable Service (WSCS) and clients, will determine the specifications of required systems. The following principles will guide the development of electronic control systems on campus:
 - 4.01 All perimeter entry points will be electronically controlled allowing timed lock/unlock settings. **After hours** access will be limited to a few major entry points.
 - 4.02 Interior areas containing high value assets or presenting safety-related risks may also be electronically controlled.
 - 4.03 All card access doors will have a key override for use in case of emergency. These keys will be issued only to the WSCS. Under special circumstances, keys may be issued to specific authorized users.
- 5.00 **Access Request - Keys**
 - 5.01 Individuals requiring access to a key controlled building/room must submit their request using the Keys Request electronic form which will be electronically approved by the appropriate departmental signing authority. Requests for master key access require the approval of the Deans/Associate Vice-Presidents of all faculties/departments in the building **and** Facilities Management. Requests are valid for **30 days** only.
 - 5.02 Requests must be submitted using the electronic Keys request form. Fax and email requests are not accepted. A Western ONECard must be presented on pick up of the keys. Under normal circumstances, keys will be ready for pick up two days after Facilities Management has received the request.

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- 5.03 In the exceptional event that an individual cannot pick up the keys in person s/he must send an email to the Keys office with the request and information on who is picking up the keys. The individual picking up the keys must present their Western ONECard and provide an electronic signature.
- 5.04 Only one key will be issued per person for a specific lock. Requests for a replacement key must include a WSCS Incident Report number and a CCPS assessment of the extent to which security has been jeopardized.

6.00 Deposits

- 6.01 To emphasize the importance of security and individuals' responsibilities in that regard, deposits will be required as follows:

Category	Key Type	Deposit	Applies to:
Initial Issue	Single Lock	\$ 25	All Students
	Multiple Lock (Master/sub-master)	\$ 50	
	Off-Master Lock	\$ 50	
	Student Council/Club Office	\$ 50	
	Community Legal Services	\$ 50	
Replacement	Single Lock	\$ 25	Departments, faculty, staff, and students
	Multiple Lock (Master/sub-master)	\$ 50	
	Off-Master Lock	\$ 50	
	Student Council/Club Office	\$ 50	
	Community Legal Services	\$ 50	

- 6.02 Deposits can be paid using cash, debit or credit card. Departmental accounts are not accepted for payment. When keys are returned the deposit is issued to the individual.
- 6.03 As a point of clarification to the above table:
- a) ALL students, whether undergraduate, graduate, or part-time employee, must leave a deposit for EACH key issued.
 - b) Research associates, visiting scientists, and post-doctoral fellows do NOT have to leave deposits.

7.00 Access Requests - Electronic (Cards)

- 7.01 Individuals requiring access to an electronically controlled building/room must submit a completed User Request and Authorization form to the appropriate departmental authority for approval. Where the electronic access system is departmentally administered the designated authority will activate the individual's card.
- 7.02 Where the system is administered by WSCS, the designated authority will forward the approved User Request and Authorization form to cardacc@uwo.ca. Under normal circumstances the individual's card will be activated within two days after WSCS has received the request. Email requests must be submitted by the authorized individual, and cannot be sent from a generic account.

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8.00 Access No Longer Required

- 8.01 When an individual no longer requires access to a facility it is the responsibility of the authorizing department to ensure card access is deactivated and the individual returns all keys issued. Where the access system is centrally controlled the designated authority will notify WSCS at cardacc@uwo.ca to deactivate the individual's card.
- 8.02 The individual shall return keys to the Keys Office to ensure his/her record is cleared and deposits are refunded. The individual will receive a receipt for all keys surrendered and must return the receipt to the authorizing department. For individuals who are leaving the University this clearance will be required before academic records or final pay cheques are released.

9.00 Lost Keys/Cards

- 9.01 In the event a key is lost or stolen it is imperative that the key holder notify the WSCS immediately. The person must also notify the appropriate departmental signing authority. To obtain a replacement key the individual must have a WSCS Incident Report number and WSCS assessment of the extent to which security has been jeopardized.
- 9.02 In the event a card is lost or stolen it is imperative that the card holder notify the Registrar's Office immediately. The person must also notify the appropriate departmental signing authority who will deactivate electronic access from the card or notify the WSCS as applicable. Replacement cards are issued through the Registrar's Office.
- 9.03 Should it become necessary to re-key an area because of lost keys, the cost will be charged to the department concerned.

10.00 Requests for Keying or Access System Changes

- 10.01 In the past the University has permitted the use of "off master" (special) key lock systems to meet specific security needs. Improvements in mechanical locking systems along with the advent of electronic access and control systems provide superior options for meeting stakeholder security needs. Hence, "off master" key lock systems will not be authorized or installed.
- 10.02 Where a Dean or Associate Vice-President considers there is a need for an access system which differs from the existing system the Dean/Associate Vice-President will submit a request for the change to the Facilities Management Service Centre using the Access System Change Request form. Representatives from Facilities Management and Western Special Constable Service will conduct a risk/security assessment to determine the appropriate system to meet the requester's needs.