COLLEGE POLICY

Policy No. & Title:	**C-205 Facilities Keys/Codes**
Policy Sponsor:	Vice President, Operations
Reference Cmtee:	Policy & Procedure Committee
Effective:	2023-07-01
Next Review:	2027-04-30

Purpose
To establish the guidelines and expectations for the authorized access to College facilities.

Scope
This policy applies to all College students, employees, delivery partners, affiliates, volunteers, and contractors.

This policy does not apply to students enrolled in programs delivered remotely or online.

Definitions
GMK (Grand Master Key): A key (or classification of keys) capable of opening most doors in a facility. Access to highly sensitive areas or areas of restricted access may not be opened by GMKs.

MK (Master Key): A key (or classification of keys) capable of opening some doors in a facility, typically entrance doors and offices.

UK (Utility Key): A key that open a single lock.

Access Code: Code giving access to a locked or secured location.

POLICY
1) The College shall issue keys to employees based on the employee's requirement for access to areas of the College.
2) The College shall issue security codes to employees to arm/disarm the security system.
3) The College shall record in the employee file the specific key identifier code and number of all keys and alarm codes issues to employees, and where:
   a) GMKs shall normally be issued to those authorized only to senior security, facilities, IT personnel, and College owners, senior executives, and campus leadership (or delegates).
   b) MKs shall normally be issued to those authorized to hold GMKs, and management.
   c) UKs shall normally be issued to all employees to access their personal office and any lockable cabinetry/file storage in their work area.

4) Employees are solely responsible for the security and safekeeping of keys and codes assigned to them.
5) At the end of employment with the College, all keys must be immediately returned to the College.
6) At the end of employment with the College, security codes assigned to an employee must be deactivated and not re-used/re-assigned to another employee.
7) If keys are not returned at the end of employment with the College, all locks associated with the key must be changed. Charges for such changes will be borne by the campus.
8) The College will provide an access code, if required, to employees and students in order to access a locked or secured campus facility.

Related Policies
C-201 Facility Use
C-415 Hours of Operation

Supporting Documents/Forms
C-205p Facilities Keys/Codes – Procedure