NIAGARA COLLEGE OF APPLIED ARTS AND TECHNOLOGY

College Practices

PRACTICE TYPE: **College Facilities**

PRACTICE TITLE: **Key(s) and Building Security**

A. Purpose

In order to protect Niagara College assets and to ensure authorized access to facilities, it is the policy of the College to maintain a unified access program throughout all College sites, ensuring the highest security standards in the protection of site facilities and to create a safe working environment by restricting access through the issuance and control of key(s) related to the operation of College facilities.

B. Scope

To provide a high security keying program encompassing the maintenance of all locks, issuance of security key(s), tracking, auditing and retrieval of system keys to ensure the integrity of the keying program, as well as building access.

C. Definition

Department Head: Any College staff member that represents their department on the COG committee.

D. Management Structure

The Facilities Management Services (FMS) Director, or his/her designate, is the sole approving authority for the production, issuance, tracking, auditing, retrieving and logging of key(s) or the alteration/installation of lock(s). He/she will oversee all record keeping and storage of non-issued key(s), including the report auditing of all departments.

The Campus Security Services Manager, or his/her designate, will work with the FMS Director and the College's Human Resources department to organize the 'front-desk' processes of issuing and retrieving key(s).

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E. Reporting Structure

The FMS Director will manage the day-to-day keying program. This daily operation and management is based on the established access system as indicated in this policy. The FMS Director, or his/her designate, is required, utilizing the key management software, to report any deficiencies to the Vice President, Corporate Services. These reports will include any urgent or substantial issues related, but are not limited to:

> Key(s) issuance
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> Lost/stolen key(s) status
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> Request for key(s) changes
>
> Key(s) design changes
>
> Failure to return key(s) upon or request or departure from the College

F. Key Holder Accountability

All College key(s) will remain the property of the College. The proper use and care of an issued key(s) is the responsibility of the individual to whom the key(s) is issued.

College key(s) are not to be copied, loaned or transferred. The alternation of College key(s), lock(s) or mechanisms is prohibited.

A Dean/Director, or his/her designate, will request the issuance of a key(s) by completing a Niagara College Key(s) Request/Replacement form. The form is to be forwarded to the FMS Director.

Any faculty, staff or other authorized individual obtaining a key(s) must agree to the terms of issuance and sign the Niagara College Key(s) Authorization Agreement.

Any faculty, staff or other authorized individual seeking to obtain a key(s) must attend in person, with Niagara College photo identification, to the Security Administration Office and sign a Niagara College Key(s) Authorization Agreement. Those departments that reside on the NOTL campus will attend the Campus Security Services office to sign a Niagara College Key(s) Authorization Agreement.

College key(s) are to be rendered upon request and returned to the Campus Security Services Manager, or his/her designate at the Security Administration Office if retirement, transfer, termination or separation from or within the College occurs. The Dean/Director, or his/her designate, will be responsible for overseeing this process and to rectify any associated costs through their department budget depending upon the status of the situation or the key(s) entry level. The Campus Security Services Manager, or his/her designate, will issue the Dean/Director, or his/her

G. Key Requests

All employees requiring a key(s) must complete the Niagara College Key(s) Request/Replacement form and submit it to their immediate Supervisor, who will indicate the justification, sign form and send it to the appropriate Dean/Director, or his/her designate, for authorization. It is the responsibility of the signing aY

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Grand Master Key: opens all locks; not for distribution. Use is limited to emergencies.

Control Key: is used to remove the core of a lock on all locks; not for distribution. Use is limited to locksmith repairs.

I.   Storage and Auditing

The FMS Director, or his/her designate, shall establish and manage secure facilities, a key management database and procedures for the storage, inventory and cutting of all key(s). All software data must be properly maintained and updated as required to maintain accountability for all key(s). Auditing of the software will be done to ensure integrity with created managed entry points.

Approved key requests will be cut and delivered to the area designated by the Campus Security Services Manager for the issuance of all keys. The Campus Security Services Manager shall establish secure facilities and procedures for the temporary storage and issue of all keys.

Individuals in violation of the security protocols at any entry point will be subject to an operational review by Campus Security Services and/or their Direct Supervisor and will have denied access status until such time as violations are corrected. The results of all required operational reviews shall be reported to the FMS Director within one business day.

J.   Key System Changes

Any keying changes to the master key system or renovations to the facility which will require new locking hardware shall be processed through FMS. No individual may change any key(s) or lock(s) at any College facility without consent from the FMS Director or his/her designate.

K. Maintenance

The FMS Director, or his/her designate, shall maintain and service the keying system.

L. Key Management Software

The software is the central management for control and issuance of any key(s). An individual will be designated by the FMS Director to act as the Software Manager. This individual will process all key(s) requests and distribute key(s)

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M. Key Production

Security and registered key production is restricted to FMS and production shall be restricted to Niagara College, unless otherwise approved.

N. New Construction/Additions

All system cylinders used at the College facilities must be supplied through the approval of FMS in conjunction with the architectural criteria required in the new construction.

Related Policies

Electronic Access Key(s) and Systems (under development)
After-Hours Access to College Buildings

Related Documents

Form: Key(s) Authorization Agreement
Form: Key(s) Request/Replacement Form
Form: Key Return Form
Form: Request for Lock(s) Change (in progress)
Form: Key(s) Request by External Source (in progress)