



# Key Control and Lock Changes Policy & Procedure

## Department Of Chemistry

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### 1. Purpose

This Key Control and Lock Changes Policy and Procedure is intended to provide general operating guidelines needed to ensure that our faculty, staff, and students are provided authorized access to the classrooms, labs, and office areas necessary for the efficient performance of their routine duties and responsibilities.

### 2. Requesting Keys

Department of Chemistry faculty, staff, and students who require access to the Chemistry building space as part of their responsibilities may approach and request keys from the Department's Key Coordinator located in the Chemistry General Office (room E3-44). Keys are issued based on actual need and consistency with job responsibilities or class/research requirements. The Key Coordinator may consult with the Assistant Chair (Administration), as required, before proceeding with a key request and/or issue.

Keys that are to be issued to a specific research group for a particular lab or area will be requested and signed out by the Supervisor/Faculty member of the group.

### 3. Key Deposit

New students, post doctoral fellows, research associates, visiting academics, and trust staff will be required to remit a monetary key deposit prior to the issuance of a key. The deposit amount for issued keys will be a flat rate of **\$40.00**. Upon return of issued keys, the Department will return, in full, the deposit held at the time of issue. A record of the deposit will be maintained and the deposit will be retained in a special key deposit account held by the Department.

### 4. Lost or Stolen Keys

When a key is lost or stolen, it should be immediately reported to the Key Coordinator where the Key Holder will be asked to complete an Incident Report to document the loss. Only when the Incident Report has been signed and submitted, the Key Coordinator will issue the Key Holder new or replacement keys. The Key Holder will also be expected to pay for the cost of cutting new or replacement keys at a rate of **\$10 per key**. Repeated reports of a lost or stolen key by the same person may result in the suspension of key privileges. The Key Holder will be provided with formal written notice of such action.

There is no cost for the replacement of broken or worn out keys. These keys (or pieces thereof) should be returned to the Key Coordinator with an explanation of the deficiency and the Key Coordinator will then provide the Key Holder with a replacement key. Obsolete, spare, or unnecessary keys are also to be returned to the Key Coordinator who will then ensure that they are returned to the University Lock Shop.

## **5. Keys Not Returned**

Upon termination, retirement, or separation from employment; termination of student enrollment; termination of employment contract (or other special personnel status); or upon transfer to a new building, room or space, any key that has been issued to an individual must be returned. Keys that are not returned within two (2) weeks of departure from the Department will be treated as lost or stolen and the individual will forfeit their entire deposit.

Before receiving a key to a new/renovated building, or when changing offices, the requester will turn in ALL previously issued keys from the previous area within a three (3) day period, upon vacating the space.

## **6. Key Transfers and Duplication**

Keys issued by the Department of Chemistry in accordance with established University procedures shall remain the property of the University of Alberta while in the possession of the Key Holder. Keys are issued for the sole use of the Key Holder and shall not be transferred or temporarily loaned to anyone other than the person to whom they have been officially issued.

The unauthorized duplication of University keys by any agency or enterprise other than the University of Alberta is a serious security breach and should be reported immediately. Additional keys for offices, laboratories, rooms, and buildings must be requested through the Department's Key Coordinator.

## **7. Lock Repairs, Cylinder Changes, and Related Work**

All lock/cylinder changes and key requests must be submitted to the Department's Key Coordinator who will then forward it to the Facilities and Operations Maintenance Desk, with the appropriate form completed (see Lock Change and Key Requisition form). Lock change and key requisitions must be authorized by the Dean, Department Chair, Executive Director, Director, Department Head, Administrator, or delegated authority.

Locks may not be changed by external locksmiths without the written permission of the University Lock Shop. A damaged or non-functioning lock should be reported to the Key Coordinator. Lock changes or cylinder core replacements are billable services charged by Facilities. Any person causing unauthorized repair or change to a locking device or door hardware will be held responsible for the costs required to return the affected device or door to its original condition.

## Key Deposit Agreement

Date: \_\_\_\_\_

Printed Name of Key Holder: \_\_\_\_\_

I acknowledge receipt of and take full responsibility for the loss or damage of the key(s) issued to me while in my possession.

I understand that any key(s) issued to me remains the property of the University of Alberta and is provided for my sole use as the Key Holder.

I understand that the key(s) may not be duplicated, transferred, or loaned to any other person and that unauthorized use, transfer or duplication may result in administrative and/or disciplinary action.

I understand that I am required to immediately report the loss, theft, or damage of any key(s) in my possession to the Key Coordinator and will result in a financial levy for replacement key(s) or forfeiture of the deposit paid.

I agree to return any key(s) in my possession upon termination, retirement, or separation from employment; termination of student enrollment; transfer to a new building, room, or other space; or when requested by the Department of Chemistry for any other reason. I understand that the key deposit will be refunded upon return of the key(s), but that failure to return the key(s) per this agreement will result in forfeiture of the key deposit.

Signature of Key Holder: \_\_\_\_\_

The Department's "*Key Control & Lock Changes Policy & Procedure*" can be viewed in its entirety at:  
<http://intranet.chem.ualberta.ca/adminsupport/forms.html>

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Receipt of a key deposit in the amount of \$ \_\_\_\_\_ is acknowledged.

Date: \_\_\_\_\_

Receipt No.: \_\_\_\_\_

Key(s) Provided: \_\_\_\_\_

Key Coordinator Signature: \_\_\_\_\_

## Incident Report

Date: \_\_\_\_\_

Printed Name of Key Holder: \_\_\_\_\_

### **Explanation of Incident Resulting in Loss of Keys:**

**List of Keys Lost/Stolen:** \_\_\_\_\_

Signature of Key Holder: \_\_\_\_\_