


PROCEDURE: 200.06.01

SECTION: Facilities and Ancillary Services	
TOPIC: Building Access and Key Distribution	
EFFECTIVE DATE: March 15, 1988	REPLACES:
LATEST APPROVAL DATE: June 21, 1990 October 21, 2014	
NEXT REVIEW: October, 2017	ARCHIVED:
APPROVING AUTHORITY: <div style="text-align: center;">  </div> <div style="text-align: right; margin-top: 10px;">Original signed by President + CEO</div>	

INTENT:

This procedure is intended to provide guidance to the College community with respect to access to the facilities owned or occupied by the Alberta College of Art & Design (ACAD).

SCOPE:

This procedure applies to ACAD students, faculty, staff, and contractors.

PRINCIPLES:

- 1) The Facilities and Ancillary Services Department (Facilities) is responsible for providing the building management functions for the College, including all activities associated with the routine, day to day use, access, security, support and maintenance of buildings; inclusive administration, normal/routine maintenance, custodial services and cleaning, fire protection services, lighting, pest control, environmental operations and record keeping, trash-recycle removal, service contracts, leases and utility charges (electric, heating and cooling, water and sewer.)
- 2) Facilities will work collaboratively with other College departments to manage access to the facilities and infrastructure to support the academic mission and departmental program activities including installations, extra cleaning, keys, picture hanging, and other such services.

- 3) Facilities is responsible for ensuring College facilities standards are maintained and services are delivered in a manner that meets regulatory requirements and ensures continued access for authorized parties.

PROCEDURES:

1) Building Access

a) Regular Hours

Anyone authorized to gain access to the College during the regular school term other than holidays or special events may do so from 07:00 a.m. to 01:00 a.m.

b) After-hours

There will be no access to the building during the hours of 01:00 a.m. to 07:00 a.m. except under extraordinary circumstances, which must be arranged and approved in advance by the Director, Facilities & Ancillary Services. No access to the building will be allowed during these hours by students.

c) Non-restricted Areas

Access to studios or study areas not considered restricted areas will be facilitated by Campus Security following ACAD school guidelines and protocols.

d) Restricted Areas

Access to a designated restricted area must occur during college open hours. A supervisor (monitor) must be present at all times. Under no circumstances will students be permitted into restricted areas without written permission from an instructor in that program.

e) Monitors

Student monitors assigned by faculty/technicians to supervise restricted areas have authority to direct students in their activities and will call on Campus Security, if required.

2) Key Distribution

a) Key distribution and collection will be done through the Manager of Security + Access Control.

b) All keys issued will be signed for and be the responsibility of the signee.

c) Keys must stay in the possession of the person signing for them and not be loaned out.

d) Keys must not be duplicated.

e) Lost keys must be reported immediately.

f) The cost of replacement of lost keys, and any necessary re-keying of applicable locks will be the responsibility of the person originally signing for them.

g) Upon termination of employment or when key is no longer required, it must be returned before the final separation takes place. Supervisors must complete the Manager's Checklist for Employee End of Employment to evidence collection of any access keys.

- 3) Key Issuance
 - a) Keys will only be issued when a determined need to access an area on a frequent basis is established and has received the approval of the Director, Facilities & Ancillary services.
 - b) Master keys or grand master keys will only be issued with the authorization of the President of the College.

REFERENCES:

Manager's Checklist for Employee End of Employment