

FACILITY ACCESS PROCEDURE			
Effective Date	August 4, 2026	Procedure Type	Administrative
Responsibility	Director, Facilities – Maintenance & Operations	Related Policies	Facility Access Policy Use of Facility Policy Campus Security Policy Facilities Maintenance Policy Residence Handbook Animal Care and Animal Usage Policy – Animal Activity Event Form
Approver	Director, Facilities – Maintenance & Operations	Review Schedule	5 years

1. Purpose

- 1.1. Northwestern Polytechnic ("NWP" or the "Institution") strives to maintain a safe and secure environment for students, staff, and faculty while providing controlled access. This procedure shall serve as the framework by which all keys and access credentials will be managed, issued, duplicated, stored, controlled, returned, replaced, and accounted for.

2. Scope

- 2.1. This procedure applies to the Board of Governors, employees, students, volunteers, contractors, visitors and other individuals, who work, study, conduct research or otherwise carry on the business of the Institution.
- 2.2. Keying follow up at Campus Residences is to follow the Residence Handbook.
- 2.3. This procedure shall apply to all keys including those to all space, office equipment, vehicles, padlocks, safes, etc. owned, operated, or controlled by NWP.

3. Definitions

- 3.1. "Key" means a token, credential, or device used to grant or deny access. The word key shall refer to electronic and mechanical devices.
- 3.2. "Key holders" are individuals who have an official requirement for the key and are granted Institution access via keys and / or cards. A requirement for access alone, when access can be accomplished by other means (unlocked doors, requests for entry, etc.) shall not convey an automatic entitlement to a key.

4. Key Procedures

- 4.1. Keys not in use shall be stored in a locked cabinet or container, in a secured area.
- 4.2. Key rings issued from key boxes shall be of a tamper resistant design so that keys cannot be removed from the ring prior to return.
- 4.3. Credentials, and key records shall be stored in a secure condition (data) or location (physical items) protected by lock and key or vault. All key records shall be kept current at all times and are to be considered high security and confidential. Associated data files shall be password protected and encrypted.
- 4.4. All keys shall be marked with a blind code or serial number that does not in any way reflect its usage or level.
- 4.5. Keys will be issued by duration of need, not by term of employment, or desire. Issued keys must be documented. Keys which are no longer required for authorized purposes shall be returned.
- 4.6. Keys requested by departments for the purpose of issuing to non NWP employees, is considered an excess for a particular area or series of door and will be charged back for the initial creation of the keys.
- 4.7. Keys must be personally picked up and require signature(s) on the keyholder agreement. Photo ID may be requested at pick up.
- 4.8. Keys shall only be issued by either the Facilities – Maintenance and Operations Department, or the Information Technology Department. The exception to this are the electronic key cabinets with audit controls.
- 4.9. Facilities – Maintenance and Operations shall appoint individuals approved to cut keys, including an approved contractor.
- 4.10. Preventative maintenance shall be performed regularly to ensure proper operation of keys and locks and to maintain security:
 - 4.10.1. Worn keys shall be replaced to avoid breakage.
 - 4.10.2. Worn or poorly functioning cylinders shall be replaced to maintain proper security.
 - 4.10.3. All facility key machines shall be checked and calibrated regularly, at least on a monthly basis.
- 4.11. Facilities – Maintenance and Operations, on an annual basis, will conduct random key checks of key holders to ensure proper accountability of keys is being maintained.
- 4.12. An automated report is to be generated weekly showing the scan history of card readers of SE Rooms, the HR department, and the Finance department as part of an audit process.
- 4.13. All keys and cylinders should be changed, or at least evaluated for change, on an ongoing basis.

- 4.14. Key holders must ensure that doors are locked after exiting a room.
- 4.15. All classrooms, seminar / technology rooms and laboratories not scheduled for afterhours use, will be locked. Access to these rooms will be by key or card only. Key holders shall not allow non-key holders into the rooms at times other than the designated hours of operation.
- 4.16. Keys will be provided only with appropriate approval as follows:
 - 4.16.1. Master key holders will only be able to temporarily access master keys via secured key boxes. Authorization to be a master key holder can only be provided by the Director, Facilities – Maintenance and Operations.
 - 4.16.2. Keys to assigned classrooms and offices will be issued to staff and faculty upon hire. Any other keys will be issued to faculty and staff upon the authorization of the appropriate Dean or Director.
 - 4.16.3. Contractors may be granted an access key upon the authorization of the appropriate Dean, Director, or Vice President. This may include access after hours.
 - 4.16.4. Students requiring keys to classrooms, seminar rooms, laboratories or other areas must have Dean approval and must return keys prior to expiry date on key request forms.
- 4.17. Defective keys and access cards are to be returned. If a key becomes broken, bring the pieces to the key issuing department and a new key will be issued.
- 4.18. If a key is not returned, lost or stolen, the incident must be reported to the Enterprise Risk Management Unit immediately. Cost of re-keying after the loss of a key may be charged back to the registered key holder or department based on a decision by the Vice President, Administration and the Director of Facilities – Maintenance and Operations.
- 4.19. Individuals shall not store door keys in desk drawers or other unsecured areas.
- 4.20. An initial set of keys to exterior doors, individual offices, appropriate classes, work areas, and mailboxes will be issued to key holders' including faculty and staff free of charge. Upon leaving the employ of NWP, or when the program or project is complete the key holder will return all NWP keys to the Office of Facilities – Maintenance and Operations, or the Information.
- 4.21. A pet may be allowed inside NWP premises if it supports NWP's activities, or is part of an external booking, and only after completion and approval through the Animal Care Committee's *Animal Activity Event Form*.