FACILITY ACCESS POLICY

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Effective Date	August 4, 2026	Policy Type	Administrative
Responsibility	Director, Facilities – Maintenance and Operations	Related Policies	Campus Security Policy Facilities Maintenance Policy Use of Facility Policy Residence Handbook Animal Care and Animal Usage Policy Facility Access Procedure
Approval Authority	Executive Council	Review Schedule	5 years

1. Policy Statement

    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 policy 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 policy 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. This policy shall apply to all keys including those to all space, office equipment, vehicles, padlocks, safes, etc. owned, operated, or controlled by NWP.

3. Reason for Policy

    3.1. Access control is essential to NWP's safety and security. NWP security procedures are designed to protect the property and privacy of NWP as well as the safety and security of individuals in NWP facilities. Mechanical and electronic locking mechanisms, along with access key cards are tools recognized in enhancing NWP security.

    3.2. The objective of this policy is to provide for a safe and secure environment for NWP staff, faculty, students, contractors and visitors while on NWP premises by regulating access into Institution facilities. This policy seeks to establish a recorded chain of accountability

and access for all credentials, key holders, and locations.

4. Definitions

4.1. "Premises" means NWP campus, grounds, and buildings that are owned, leased, or operated by NWP.

4.2. "Loitering" means to remain on premises for a protracted time without an apparent purpose related to NWP.

4.3. "Key" means a token, credential, or device used to grant or deny access. The word key shall refer to electronic and mechanical devices.

4.4. "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.

4.5. "Children" or "Child" means persons under the age of 16 who are neither registered students, or are not being supervised within the set hours of a NWP sponsored program or activity.

4.6. A "Pet" is an owned animal that is not:
4.6.1. A service or guide dog. Service dogs help people with specific tasks relating to visible and non-visible disabilities, such as epilepsy, PTSD, diabetes, or mobility limitations. Guide dogs are specifically trained to assist people who are blind or visually impaired. Both guide and service dogs have been trained and tested to ensure safety in public. By law, qualified service and guide dogs have the right to access any location where the public is allowed.
4.6.2. Research or teaching animals approved through NWP's Animal Care and Animal Usage Policy.
4.6.3. A police dog.

5. The Policy

5.1. Unassigned keys and key blanks shall be stored in a secured area.

5.2. All keys shall remain the property of NWP.

5.3. Keys which are no longer required for authorized purposes shall be returned to where they were issued.

5.4. No person or department shall knowingly receive, borrow, or possess any key for any space without receiving permission from a person duly authorized to give permission to possess such a key.

5.5. No person shall knowingly alter, duplicate, copy, or make a facsimile of any key to a lock of a facility building or property without receiving permission.

5.6. Keys will be issued by duration of need, not by term of employment, or desire.

5.7. 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.

5.8. Approved requests for rekeying of departments and / or locks will be charged back to the requesting department per Facility – Maintenance and Operations' processes.

5.9. Loaning, exchanging, or transferring of keys between key holders is prohibited.

5.10. Facilities – Maintenance and Operations shall appoint individuals approved to cut keys, including an approved contractor.

5.11. Locks can only be installed by Facilities – Maintenance and Operations, or an approved contractor and shall be maintained on a key management system.

5.12. Preventative maintenance shall be performed regularly to ensure proper operation of keys and locks and to maintain security.

5.13. Facilities – Maintenance and Operations reserves the right to conduct random key checks of key holders to ensure proper accountability of keys is being maintained.

5.14. Institution premises are open during designated business hours as per our Facility Access Procedure.

5.15. Access to Institution premises will be limited on statutory holidays and other days that the Institution is closed.

5.16. NWP reserves the right to impose conditions and / or limitations on interior or exterior premises access and utilization.

5.17. Loitering, or interfering with the intended use of NWP, is prohibited and violators will be required to leave the premises.

5.18. Key holders may enter Institution premises after hours in accordance with their level of approval.

5.19. Key holders must ensure that doors are locked after exiting a room.

5.20. Key holders shall not allow non-key holders into the building at times other than the designated hours of operation.

5.21. Keys will be provided through the approval process through applicable departmental procedures.

5.22. Security panel codes will be assigned by the Enterprise Risk Management Unit.

5.23. NWP shall apply barrier-free design codes, standards, and guides in the design and construction of new facilities, as well as when renovating existing facilities.

5.24. Children on NWP premises must be supervised. Children are not permitted to attend NWP courses unless specific approval has been given by the faculty member in charge of the course. Children are not permitted in any high-risk areas of NWP.

5.25. Parents/Guardians are responsible and liable for any and all injuries or damages sustained to or by their child while on Institution premises. The Institution retains the right to charge Parents/Guardians for any damage to Institution property.

5.26. Guide dogs, service dogs, and police dogs are permitted on NWP premises.

5.27. Animals used by the Animal Sciences Department and Farm Operations, or in the Hawker Pavilion are allowed inside NWP buildings that are purpose-built for housing or using the animals.

5.28. Pets usually are not allowed inside NWP premises. Pets are permitted on external grounds when the space is not being used for NWP events unless permitted by the event. Pets must not be left unattended, and must exhibit suitable controlled behaviour (e.g. leashed, caged, etc.).

5.28.1. A pet may be allowed inside NWP premises if approved through the Facility Access Procedure.

5.29. NWP is not responsible for injuries sustained or inflicted by pets on premises. NWP retains the right to charge owners for any damage to Institution property caused by the animal.

5.30. NWP is not liable for any loss or damage to personal property brought to NWP premises. NWP retains the right to charge owners for any damage or injuries caused by personal property, along with any fees associated with handling, storage, or disposal of personal property.

5.31. Any substantial quantities of personal property being used for the purpose of NWP business must be inventoried, and approved by the respective Dean or Director, and Vice-President. Evidence of content insurance must be supplied on an annual basis.

5.32. Roles and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Executive Council	Approve and formally support this policy.
Vice President, Finance & Administration	Oversee the implementation of this policy.
Facilities - Maintenance and Operations, Information Technology, Residences	Manage keys / access cards or contractor passes as per processes and procedures.
Key Holders	Abide by this policy and departmental processes and procedures.

Parents, Guardians, Child Event Organizers / Supervisors	Abide by this policy and departmental processes and procedures.
Animal Owners / Handlers	Maintain control over their animal at all times.

6. Revision history

    6.1. Reviewed: November 22, 2022.