



BUILDING ACCESS AND KEY DISTRIBUTION PROCEDURE			
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Procedure Type:	Institutional	Initially Approved:	March 15, 1988
Procedure Sponsor:	Vice President, Finance and Operations	Last Revised:	April 10, 2025
Responsible Unit:	Campus Operations	Review Scheduled:	April 2030
Approver:	President and CEO		

A. PURPOSE

This procedure is intended to establish a consistent and secure approach to building access and key distribution at the Alberta University of the Arts (AUArts). This procedure ensures that access to university facilities is managed in a way that balances operational efficiency, security, and the needs of the university community. It is designed to protect university assets, maintain a safe and accessible environment, and ensure compliance with relevant regulations and institutional policies.

B. PROCEDURES

1. PRINCIPLES

- 1.1 Access Management and Security
 - a) Campus Operations is responsible for the management and oversight of building access, including key distribution, electronic access controls, and security measures. Access to AUArts facilities will be granted based on role-based needs, operational requirements, and security considerations.
- 1.2 Collaboration and Coordination
 - a) Campus Operations will work with academic and administrative units to ensure access requirements align with the University’s academic mission, operational needs, and safety protocols. This includes managing access for faculty, staff, students, contractors, and visitors while mitigating risks.
- 1.3 Compliance and Accountability
 - a) Access to university buildings and facilities must comply with relevant university policies, procedures, and external regulatory requirements. All individuals granted access are responsible for adhering to the university’s security protocols, including the proper use, storage, and return of issued keys or access credentials.
 - b) Accountability for all keys and cards issued is paramount to the personal safety and physical security of the university’s staff, faculty and students as well as being a vital component in the protection of assets for the University and its various departments and faculties.

- 1.4 Equitable and Controlled Access
 - a) AUArts is committed to providing equitable and appropriate access to facilities for all authorized users while maintaining security and operational integrity. Access will be reviewed periodically, and adjustments will be made as needed to accommodate changes in university operations, personnel, and facility usage.
- 1.5 Key and Access Control Measures
 - a) All physical keys and electronic access credentials remain the property of AUArts and may only be issued, transferred, or revoked through authorized procedures. Unauthorized duplication, lending, or misuse of keys or access cards is strictly prohibited and may result in disciplinary action or revocation of access privileges.
- 1.6 Emergency and After-Hours Access
 - a) Access outside of regular operating hours will be managed through controlled processes to ensure safety and security. Emergency access provisions will be in place to support critical operational needs, and individuals requiring after-hours access must follow the designated request and approval process.

2 BUILDING ACCESS

- 2.1 Standard Access Hours
 - a) Fall and Winter Term (September 1 – April 30)
Authorized individuals may access the university from **7:00 AM to 1:00 AM**, except during holidays or special events as noted in the university calendar.
 - b) Spring and Summer Terms (May 1 – August 31)
Authorized individuals may access the university from **7:00 AM to 11:00 PM**, except during holidays or special events.
- 2.2 Off-hours
 - a) The university is closed to all access between 1:00 AM and 7:00 AM, unless prior arrangements are made and approved by the Director, Campus Operations.
 - b) Students are not permitted in the building during these restricted hours under any circumstances.
- 2.3 Studio Assistants
 - a) Studio Assistants have the authority to oversee and direct student activities within their assigned spaces.
 - b) If required, Studio Assistants will contact Campus Security to address any concerns regarding safety, security, or compliance with university policies.
- 2.4 Student Access
 - a) Student Access Cards remain active only for the academic term in which the student is enrolled.
 - b) Access cards are automatically deactivated when a student is no longer enrolled at the university.
- 2.5 Employee Access
 - a) Employee access cards remain active for the duration of their employment.
 - b) Access levels are determined and assigned by Campus Operations based on role-specific needs.
 - c) Employee access cards are deactivated upon termination or conclusion of employment.

- 2.6 Contractor Access
 - a) Contractors and external vendors will be issued temporary Contractor Access IDs by Campus Operations , along with any necessary keys for the required spaces.
 - b) Card Access will be granted only for the duration of the contract scope of work.
 - c) All contractor-issued keys must be returned daily unless otherwise approved in writing by Campus Operations.
- 2.7 Access Denial
 - a) Campus Operations can deny any access card or key request that it determines may pose a security risk to the university.

3 KEY DISTRIBUTION

- 3.1 Key Issuance and Responsibility
 - a) Campus Operations is responsible for key distribution and collection.
 - b) Key access will only be issued to part-time and full-time employees and proof of identity is required. Non-regular employees or students will be granted access to locked doors by Campus Operations.
 - c) All issued keys must be signed for, and the recipient assumes full responsibility for their proper use and safekeeping as outlined in this procedure.
 - d) The issuance of Master keys is limited to President and CEO, Vice President Finance and Operations and Director Campus Operations. Short term sign-out of a master key will only be on a demonstrated need basis and will require the approval of the Director Campus Operations.
- 3.2 Key Usage and Restrictions
 - a) Keys must remain in the possession of the assigned individual and may not be loaned to others.
 - b) Keys must not be duplicated under any circumstances.
 - c) The unauthorized transfer or duplication of keys/access cards is considered a serious breach of security and may be subject to disciplinary action by the University.
 - d) Lost or stolen keys must be reported immediately to Campus Operations.
- 3.3 Key Replacement and Re-Keying
 - a) Individuals who lose keys are responsible for the full cost of replacement.
 - b) If the loss of a key requires the re-keying of locks for security reasons, the individual responsible for the lost key may be charged for the cost of re-keying.
- 3.4 Key Return and Separation Procedures
 - a) Employees must return all assigned keys prior to their final departure from the university.
 - b) Managers are responsible for ensuring that departing employees return all keys and must complete the Manager's Checklist for Employees End of Employment to document the return of university-issued keys.

4 RECORDS

- 4.1 Authorization and Record-Keeping
 - a) Campus Operations will maintain access authorization records in accordance with AUArts' Records and Information Management Policies.

- b) Access logs and key issuance records will be retained for audit, security, and operational purposes.

C. RELATED POLICIES

- Use of University Facilities for Non-Academic Activities Policy
- Health and Safety Policy

D. RELATED DOCUMENTS

- Manager's Checklist for Employee End of Employment

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
07/29/2024	Updated Template	All	University Secretary Assistant	Vice President, Finance and Operations
04/10/2025	Updates and addition of key distribution	All	Director, Campus Operations	Vice President, Finance and Operations