

## **FACULTY OF ARTS - KEY POLICY**

The Faculty of Arts follows the University of Manitoba's [Building Access Control Policy](#). Each department and support unit is responsible for the appointment of a Departmental Key Coordinator, and alternate. The Departmental Key Coordinator will be the primary contact for the Faculty Key Coordinator. All departmental key requests, except for Psychology and University College, must be submitted by the Departmental Key Coordinator to Faculty Key Coordinator. The Faculty Key Coordinator will be the primary contact for Physical Plant in matters related to keys.

### **Faculty Key Coordinator:**

Sara Payette  
307A Fletcher Argue Bldg.  
Phone 474-9979  
Fax 474-7509  
Email – [Sara.Payette@umanitoba.ca](mailto:Sara.Payette@umanitoba.ca)

### **Departmental Key Coordinator Responsibilities:**

The Departmental Key Coordinator is responsible for keys within their area. They are responsible for retrieving keys from staff and students prior to them leaving the campus and/or their position. They are responsible for requesting keys by completing the Key Approval Forms (permanent and temporary) and for submitting forms to the Faculty Key Coordinator. They are responsible for reporting any lost keys to the Faculty Key Coordinator and for completing key audits as requested by the Faculty Key Coordinator. Departmental Key Coordinators can renew temporary key loans through the Faculty of Arts Key Coordinator. It is important that Departmental Key Coordinators keep records (Key Approval Forms) of all keys assigned to their department.

### **Faculty Key Coordinator Responsibilities:**

The Faculty Key Coordinator is responsible for issuing keys to Departmental Key Coordinators, ordering new keys, reporting of lost keys to Physical Plant, requesting lock changes, keeping detailed records of key holders, and for being the primary contact for Physical Plant. The Faculty Key Coordinator is responsible for performing yearly temporary key audits and any audits requested by Physical Plant.

### **Key Requests:**

Key requests are generated by the Departmental Key Coordinators by completing the Key Approval Form and sending it to the Faculty Key Coordinator who will issue the key(s). We ask that sessionals, students, and staff not come for their own keys.

### **Issuing of Keys:**

In order to obtain a key, the Key Approval Forms are to be submitted to the Faculty Key Coordinator by the Departmental Key Coordinator in one of the following categories:

#### *a. Permanent Keys*

Permanent keys are issued to anyone requesting keys for **more than 10 months**. Key Coordinator section is for the Faculty Key Coordinator to complete.

[http://umanitoba.ca/campus/physical\\_plant/media/Key\\_Approval\\_Form.pdf](http://umanitoba.ca/campus/physical_plant/media/Key_Approval_Form.pdf)

#### *b. Short Term Keys (Temporary keys)*

Temporary keys are issued to anyone requesting keys for **less than 10 months**. Departmental Key Coordinator signs on behalf of the department and Faculty Key Coordinator signs on behalf of the Faculty of Arts.

[http://intranet.umanitoba.ca/faculties/arts/media/TempKeyForm\\_2014\\_Fillable.pdf](http://intranet.umanitoba.ca/faculties/arts/media/TempKeyForm_2014_Fillable.pdf)

**Renewal/Extension of Temporary Key Loans:**

Departmental Key Coordinators can request extensions through the Faculty Key Coordinator by emailing the request to [artsroom@umanitoba.ca](mailto:artsroom@umanitoba.ca) or it can be done during the annual temporary key audit. Renewals can be done without the keyholder resigning the Temporary Key form.

**Return of Keys:**

Departmental Key Coordinators are responsible for retrieving keys from anyone prior to their leaving the campus and/ or their position. The key is to be returned to the Faculty Key Coordinator to be reissued to the new occupant of the space or to be held in the key box. Keys must be returned no later than June 30th each year, consistent with the space reallocation policy. Departments will be charged the \$25.00 fee for each key not returned through an inter-departmental charge. Some departments may wish to charge a deposit or a holding fee for the keys.

**Master Keys:**

In order to maintain security, departments will not be issued any master keys. The Faculty Key Coordinator has master keys for each floor. These can be loaned to the Departmental Key Coordinators/Administrators or Department Heads, and only in extenuating circumstances and they must be returned immediately. We CANNOT give the master key to anyone other than the Departmental Key Coordinator/Administrators or Department Head.

**Key Security:**

Department Administrators are allowed to hold keys to offices within their jurisdiction, providing the occupant of the office is agreeable. A letter of permission signed by the office occupant must be provided with a completed Key Approval Form.

[http://intranet.umanitoba.ca/faculties/arts/media/KEY\\_PERMISSION\\_LETTER\\_fillable.pdf](http://intranet.umanitoba.ca/faculties/arts/media/KEY_PERMISSION_LETTER_fillable.pdf)

A new permission form must be completed each time there is a change to the occupancy of the office. Individuals who forget their office key will be expected to contact their Department Administrator or Departmental Key Coordinator to gain access.

**Lost Keys:**

The policy for lost keys will be strictly enforced by the Faculty Key Coordinator. Departments/Units requesting a replacement key for one that has been lost must have a key form completed. A \$25.00 inter-departmental charge will be put through Physical Plant to cover the cost of the new replacement key.

In the event of repeated lost keys (three times per door or at the department's request), the lock will be changed and the department will be responsible for the cost of doing so.

**Lock Changes:**

All requests for re-keying or for lock changes must be submitted to the Faculty Key Coordinator. The Req. 7 must be accompanied by the Key Approval Form for any keys required. Once the work is completed, the locksmith will give the keys to the Faculty Key Coordinator, who is responsible for distributing them to Departmental Key Coordinator.

**Annual Key Audit:**

An annual audit is done for the temporary keys. The Departmental Key Coordinators are responsible for completing the audit. Most of the temporary keys expire on May 31<sup>st</sup> (students) or June 30<sup>th</sup> (sessionals). The Faculty Key Coordinator will send the listing of all temporary keys to each Department Key Coordinator along with their expiry dates.

Keys should be audited or returned within 3 months (MAXIMUM!) of the expiry date. Any keys that have not been audited or returned by that time will be declared lost and the department will be charged \$25.00.