

<b>Number:</b>	ADM-113
<b>Title:</b>	Key Control
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	February 28, 2018
<b>Approved:</b>	February 28, 2018 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## **1. Objective**

This regulation determines the standards for the key control system.

## **2. Regulation**

- 2.1 The Director of Facilities Services is responsible for the monitoring of keys.
- 2.2 All requests for work involved in changing the key system must be submitted to the Director of Facilities Services on the required form.
- 2.3 Distribution of building keys will be minimized in order to provide better security and control.
- 2.4 Each staff member is responsible for the keys he has received. Transfer of keys to another member is not authorized. Each staff member is responsible to hand in his keys upon leaving the University.
- 2.5 The Director of Facilities Services keeps a record of all keys assigned and ensures that the distribution of master keys is strictly controlled.