

Facility Security and Access Control

APPENDIX A – Key and Access Card Agreement

I, the undersigned, acknowledge receipt of the keys/cards as listed on this document.

I acknowledge use of this key/card is subject to the Policy: Facility Security and Access Control and its associated procedures. I acknowledge it is my responsibility to fully acquaint myself with this policy and the responsibilities it places upon me. These responsibilities include:

1. Keys/cards must be held securely by the person who has signed them out – ensuring there is no identification of the key e.g. on the keychain. Keys/cards are not to be left unattended in vehicles, on desks, in doors, etc.
2. Barring open exterior doors (e.g. with rocks, sticks, pylons, etc.) is strictly prohibited.
3. The unauthorized transfer or duplication of keys/cards and/or sharing of alarm codes is considered a serious breach of security and may be subject to disciplinary action.
4. Loaning or transferring keys/cards is strictly prohibited.
5. Staff may be charged for the re-keying and referred to Human Resources for disciplinary action if the loss is a result of negligence, disregard, or improper control of keys/cards.
6. Community Use Groups will be charged for any re-keying that results from their loss or misuse of keys/cards.
7. Lost keys or cards must be promptly reported as per the administrative procedures.

I understand that any violation of this agreement may render me responsible for expenses incurred from unauthorized access I cause or allow, and or expenses related re-keying any area affected.

I also agree all keys signed for will be turned over to the School Facilities Division, Transportation and Infrastructure, or its authorized representative, when requested.

School/Building: _____

Key number: _____ Access Card (Y/N) _____

Date: _____(dd-mm-yy)

Name (Print): _____

Group Name: _____

(for Community Use or Contractors)

Phone #: _____ Email: _____

Signature: _____

Office Use Only

Key Returned to: _____ Date: _____