



BUILDING ACCESS PROCEDURE

Procedure Type:	Institutional	Initially Approved:	March 14, 1988
Procedure Sponsor:	VP Administration	Last Revised:	October 3, 2019
Administrative Responsibility:	Facilities	Review Scheduled:	October 2024
Approver:	President and CEO		

A. INTENT

This procedure is intended to provide guidance to the university community with respect to access to the facilities owned or occupied by the Alberta University of the Arts (AUArts).

B. SCOPE

This procedure applies to AUArts students, faculty, staff and contractors.

C. PROCEDURES

1. Key/Access Card/Access Card Distribution

- 1.1 Key/Access Card distribution and collection will be done through the Manager, Health, Safety, Security and Environment.
- 1.2 All key/access cards issued will be signed for and be the responsibility of the signee.
- 1.3 Key/Access Cards must stay in the possession of the person signing for them and not be loaned out.
- 1.4 Key/Access Cards must not be duplicated.
- 1.5 Lost key/access Cards must be reported immediately to security.
- 1.6 The cost of replacement of lost key/Access Cards and any necessary re-key/access Card of applicable locks will be the responsibility of the department originally signing for them.
- 1.7 Key/Access Cards must be returned:
 - a. When an individual is no longer employed or contracted at the university;
 - b. When the key/access card is no longer required for work or education related purposes.
 - c. Upon request of the Vice-President, Administration, or delegate, at their sole discretion.
- 1.8 All key/access cards must be returned to the Manager, Health, Safety, Security and Environment before an individual concludes their employment at AUArts.
- 1.9 Students who have completed their studies will have their access cards deactivated when no longer students at the university and may keep their access cards or return them to the Registrar's Office.

2. Receiving access to additional areas

- 2.1 Individuals who have demonstrated need to frequently access an area and do not have key/access card privileges to the area can submit a request to the Director, Facilities and Ancillary Services, to receive access privileges.
- 2.2 The Director, Facilities and Ancillary Services, will make a determination based on sensitivity of the area, frequency of access, and demonstrated need. Appeals on a decision can be made to the Vice-President, Administration.
- 2.3 Master key/Access Cards or grand master key/Access Cards will only be issued with the authorization of the Vice-President, Administration.

D. DEFINITIONS

Key/Access Card:	The instrument used to enter the AUArts building or any room located within the building when locked or access is restricted to members of the community.
Grand Master Key/Access Card:	The instrument that has access to all areas of the AUArts building and any room located within the AUArts building.

E. RELATED POLICIES

- 800. Building Access Policy

F. RELATED LEGISLATION

- Post-Secondary Learning Act

G. RELATED DOCUMENTS

- 100. Board of Governors: Code of Conduct
- 500. Executive Administration: President and CEO Delegation of Authority 800. Facilities Management: Building Access
- Manager's Checklist for Employee End of Employment

H. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
06/1990	Revisions			