



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
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**Number**  
AD 1-04 **PROCEDURE**

**Revision Date**

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## **Keys/Access Cards -- Procedures**

### **1.0 Responsibility for Costs**

- 1.1 Service charges associated with developing and issuing keys are the responsibility of the requisitioning department. Service charges are based on the available inventory for the keys requested and whether new keys must be cut and added to the existing inventory.
- 1.2 Departments requesting a key/access card be issued must identify whether the refundable deposit is to be charged to the department or the individual to whom the key/card is issued. Where the individual is charged, the deposit must be paid at the time of issue; departments will be billed at month's end. A maximum deposit for faculty, staff, and students has been established.
- 1.3 The person to whom a restricted key/access card is issued must sign the applicable waiver and is responsible for ensuring the key/card is used appropriately.
- 1.4 Contractors must sign a waiver acknowledging their responsibility for any costs that arise from the need to re-key areas if their key/card is lost and the security of the campus compromised. At the Vancouver and Surrey Campuses, the refundable deposit for ongoing contractors is waived.
- 1.5 Lost keys and cards will be replaced for a fee. The original deposit will be forfeited and the refundable deposit for replacement and future

In such cases, a brief written explanation for why the exclusion is necessary should be forwarded to the Responsible Officer for the campus.

- 3.2 If the proposed exclusion affects access by Facilities Management, or if a Dean, Chair, Director and/or Departmental Manager wishes to have an area excluded from a University Sub-Master used by Facilities Management personnel, then the justification in writing must be forwarded to the appropriate Responsible Officer, who will consult with Campus Security, Facilities Management and others as needed prior to approval.

#### **4.0 Card Access and Electronic Door Hardware**

- 4.1 All changes to existing door locks and related hardware must be reviewed by the Responsible Officer and approved jointly by the Director of Campus Security and the Director of Facilities Management. This decision will be made on the basis of a review of all Departmental requests for the design and installation of card access systems. The Burnaby Campus offers a centralized card access and intrusion alarm control system. This system is integrated with the SFU Honeywell Fire and Security Alarm network and monitored 24 hours/day at the Campus Security office. All Departmental requests for card access, electronic, magnetic, and/or computerized door access control systems shall be forwarded to the Responsible Officer for potential system integration, and/or system approval prior to purchase and installation.