Key and Access Control Card Policy and Procedure Guideline

The purpose of the key and access control card policy and procedure document is twofold, 1) to establish clear guidelines to personnel for requesting, distributing, retrieving and de-activating keys and access cards to a wide variety of people on the Griffin Campus, and 2) to maintain accountability to the inventory of distributed keys and access cards on campus.

The Griffin campus Business Office will authorize any new request for keys and access control cards for all personnel except students and will maintain an up-to-date database of active faculty, staff, temporary employees, and visiting scientists with current access to the Griffin campus and its buildings.

The Assistant Director of Student Affairs will authorize the request for student access control cards.

Request for key or access card

When a new person joins the Griffin campus and needs a key and/or access card a request has to be made to the Business Office by the designated department contact, or in the case of a new student the Assistant Director of Student Affairs will notify FMD of the request. This request must include at a minimum the persons first and last name, in what capacity the person is serving (faculty/staff/temporary employee/visiting scientists/student), the department the person will be in, the area(s) the person needs to be granted access to, and the duration the access needs to be granted for. The business office will evaluate the request and if approved will send authorization to FMD for the key/access card to be made and issued with the specific access granted. FMD will distribute the access cards and keys once they are made.

Lengths of timecards are active

Faculty and staff (full time employees) – Standard length of time is 5 years from date of issuance, cards will automatically de-activate after time elapses and will need to be re-authorized by the Business Office.

Temporary employees/Visiting scientists/ Student employees – Activation period is determined by the employment agreement or as requested by the supervisor making the request for access.

Students – access cards will be active for the academic year, or as requested specifically by the Assistant Director of Student Affairs

Lost keys and access cards

When a person loses their key or access card, they must immediately report this to the Business Office so that the access card can be de-activated (within 24 hours of losing the key/card). The Business Office will send authorization to FMD for the access card to be de-activated and a new one to be issued. The Business Office reserves the right in the future to charge a fee for re-issuing access cards/ keys.

For students who have lost or damaged their access cards, they must immediately report this to the Assistant Director of Student Affairs who in turn will notify FMD for the access card to be de-activated and a new one to be issued.

Change of employment status

When a person changes department on campus, keys and access cards are to be returned to the Business Office within 5 days, new keys and access cards will be re-authorized in the same manner as identified under the "Request for key or access card" section of this procedure guideline.

When a person is terminated or voluntarily terminates their employment with the University, they must turn in to the Business Office their keys and access cards. The Business Office will return these keys and access cards to FMD for their de-activation and re-use.

When students are no longer enrolled in classes on campus, they are to return their access cards to the Assistant Director of Student Affairs, who in turn will return the cards to FMD for their de-activation and re-use.

Unique circumstances

The Business Office reserves the right to evaluate request on a case-by-case basis which may fall outside these policy and procedure guidelines. In all events they will maintain a current list of persons with the access granted to them.