UNIVERSITY
OF MANITOBA

# UNIVERSITY OF MANITOBA
# POLICY

| Policy: | **UNIVERSITY BUILDING ACCESS CONTROL** |
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| **Effective Date:** | May 1, 1997 |
| **Revised Date:** | July 2, 2013 |
| **Review Date:** | July 2, 2023 |
| **Approving Body:** | Vice-President (Administration) |
| **Authority:** | |
| **Responsible Executive Officer:** | Vice-President (Administration) |
| **Delegate:** | Director, Physical Plant |
| **Contact:** | Director, Physical Plant |
| **Application:** | Board of Governors Members<br>Senate Members<br>Faculty / School Councils<br>All Students<br>All Employees<br>All External Parties |

**Part I**
**Reason for Policy**

1.1   The objective of the Policy is to insure the physical security of University property and building contents, by defining Physical Plant's role as the manager of the Access Control System and the sole authority in issues related to keys and access cards, and by defining responsibilities for academic and support units.

**Part II**
**Policy Content**

2.1   Locks and Keys:  Physical Plant Responsibilities

(a)   Physical Plant is responsible for supply, installation, and service of lock cylinders and keys for all University properties.  Keys must be fabricated by the Locksmith Shop at the Fort Garry Campus, or ordered by the Locksmith Shop directly from the manufacturer.

(b)     Physical Plant must approve all requests for keys, special locks, and lock changes.   Requests will be approved according to guidelines established by Physical Plant, and set forth in "University Building Access Control Procedures".

(c)     Physical Plant is responsible for developing hierarchies for all new key systems.

2.2     Locks and Keys:  Department Responsibilities

(a)     Each department and support unit is responsible for the appointment of a department Key Coordinator, and alternate.  The Key Coordinator will manage all key transactions, request lock changes or special locks, report lost or stolen keys, and provide necessary information for key audits. He/she will assume the role of primary contact for Physical Plant in matters related to keys.

(b)     The Key Coordinator is responsible for becoming familiar with, and following, all procedures set forth in "University Building Access Control Procedures".

2.3     Card Access:  Physical Plant Responsibilities

(a)     Physical Plant is responsible for the University of Manitoba card access control system, including development and implementation of procedures for use; all administrative functions including card encoding, programming, and management; installation and maintenance of field devices. Technical support for the host computer is provided by Information Services and Technology (IST).   No independent, standalone access control systems are permitted, unless approved by the Director of Physical Plant.   Costs associated with the host computer and administrative functions are the responsibility of Physical Plant.

(b)     Physical Plant must approve all requests for access.   Requests will be approved according to guidelines established by Physical Plant, and set forth in "University Building Access Control Procedures".

2.4     Card Access:  Department Responsibilities

(a)     Each department and support unit is responsible for the appointment of a department Card Coordinator, who will manage all card transactions, request additional field devices on behalf of the department (costs of which are the responsibility of the department), report all lost or stolen cards and cards which should be de-activated due to retirement, resignation, or termination, and provide necessary information for card audits.  He/she will assume the role of primary contact for Physical Plant in matters related to card access.

(b)　　The Card Coordinator is responsible for becoming familiar with, and following, all procedures set forth in "University Building Access Control Procedures".

2.5　Security Alarm Systems:　Physical Plant Responsibilities

(a)　　Physical Plant will estimate, design, contract and supervise installation, and maintain field devices related to alarm systems.　All alarm systems will be connected to the University of Manitoba central monitoring station.

2.6　Security Alarm Systems:　Department Responsibilities

(a)　　Departments which have a need for a security alarm system are responsible for requesting the system through Physical Plant; providing funding for it; and managing access codes.

## Part III
## Accountability

3.1　The Office of Legal Counsel is responsible for advising the Vice-President (Administration) that a formal review of this Policy is required.

3.2　The Director of Physical Plant is responsible for the implementation, administration and review of this Policy.

3.3　All students, employees, Board of Governors members, Senate members, Faculty/School Councils and external parties are responsible for complying with this Policy.

## Part IV
## Authority to Approve Procedures

4.1　The Vice-President (Administration) may approve Procedures, if any, which are secondary to and comply with this Policy.

## Part V
## Review

5.1　Governing Document reviews shall be conducted every ten (10) years.　The next scheduled review date for this Policy is July 2, 2023.

5.2　In the interim, this Policy may be revised or repealed if:

(a)　　the Vice-President (Administration) or Approving Body deems it necessary or desirable to do so;

(b)　　the Policy is no longer legislatively or statutorily compliant; and/or

(c)　　the Policy is now in conflict with another Governing Document.

## Part VI
## Effect on Previous Statements

6.1    This Policy supersedes all of the following:

    (a)    all previous  Board of Governors / Senate Governing Documents on the subject matter contained herein; and

    (b)    all previous Administration Governing Documents on the subject matter contained herein.

## Part VII
## Cross References

7.1    This Policy should be cross referenced to the following relevant Governing Documents, legislation and/or forms:

    (a)    University Building Access Control Procedure