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Policy Name:	Key Lending Policy
Responsible Department:	Vice-President, Finance & Administration
Approval Date:	June 2024
Approval Authority:	Vice-President, Finance & Administration
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Purpose

This Key Lending Policy establishes guidelines and procedures governing the responsible and secure lending of keys within Nipissing University. Its primary objective is to safeguard the integrity and security of university facilities, resources, and confidential information.

Scope

Applicable to all members of the faculty, staff, students, and affiliated individuals of Nipissing University entrusted with keys to university premises, offices, or facilities.

Key Issuance

Authorization: Keys shall be exclusively issued to individuals with explicit authorization from their department head, supervisor, or other authorized personnel. Requests for keys must be formally submitted through the Key Request Form available on the Nipissing University website. This includes yet is not limited to the digital signature and agreement noted in the Key Request form online. Keyholders acknowledge and confirm their compliance to the Key Control Policy and associated responsibilities.

Personal Use: University-issued keys are strictly intended for the personal use of the designated individual and may not be shared, duplicated, or transferred to others without authorization.

Lost or Stolen Keys: Immediate reporting of lost or stolen keys is mandatory. Replacement costs will be incurred for lost keys, and stolen keys will be promptly reported to the Facilities Office.

Return of Keys: Keys must be promptly returned to the Facilities Office when no longer required or upon termination of an individual's position or affiliation with the university.

Key Control and Responsibility

All keys issued remain the exclusive property of Nipissing University and must be returned upon request.

Master keys must always remain on Nipissing University property. Additional security measures for master keys may be specified by the Facilities department. Keys must be handled with utmost care and stored securely when not in use.

Authorized keyholders are entrusted with the responsibility for the meticulous care and security of issued keys, taking precautions to prevent loss, theft, or unauthorized use. Changes in employment or affiliation that impact keyholder authorization must be promptly reported to Facilities Services.

Facilities Services will maintain a secure record of keyholders and issued keys. The university reserves the right to rekey or change locks as needed for security.

Audits and Compliance

Periodic audits by Facilities Services will be conducted to ensure compliance. The university reserves the right to take appropriate measures to address any unauthorized use, duplication, or failure to return keys.

Policy Updates

The Key Control Policy is subject to periodic review and updates to address evolving security needs. Changes in the policy will be communicated to keyholders.

By accepting and utilizing university-issued keys, keyholders unequivocally agree to comply with this Key Lending Policy. Any concerns or questions should be directed to Facilities Services at facilities@nipissingu.ca.

Effective Date and Endorsement: This Key Lending Policy is effective as of [date] and supersedes any previous versions. It is officially endorsed by authorized university personnel and constitutes an integral component of maintaining a secure and controlled access environment.