

TITLE: FACILITY ACCESS POLICY

APPROVED: June 1988

REVIEWED: January 22, 2003
April 11, 2006

NEXT REVIEW: 2008-2009

RESPONSIBILITY: Director, Campus Operations

APPENDICES: Appendix 1: Hours of Operation and Guidelines for Access
Appendix 2: Issuance of Keys
Appendix 3: Access Cards

CROSS-REFERENCE: Facility Use and Booking Policy

POLICY STATEMENT:

Grande Prairie Regional College strives to maintain a safe and secure environment for students and staff while providing controlled access. The Director of Campus Operations is responsible for developing procedures and policies as required maintaining reliable security measures while providing access to facilities.

PURPOSE:

To provide for a safe and secure environment.

SCOPE:

This policy applies to the College Community providing procedures and guidelines on facility access.

DEFINITIONS:

PROCEDURE / GUIDELINES:

1. Facility hours of operation and guidelines for access as per Appendix 1.
2. Issuance of Keys as per Appendix 2.

Keys will be provided on approval of the Vice President, Chairperson/Manager or in some cases Administrative Assistants.

3. Access Cards as per Appendix 3.

Access cards will be issued to faculty/staff and students to authorized areas upon approved requests. Cards are not to be loaned to others. (Cardholders can access labs during normal building hours.)

4. Security Services

The Security Service Contractor will monitor access to all College buildings after hours. During hours that the main campus is unoccupied the security service will conduct walk through patrols and monitor via alarm systems. During the time that the security service is not in the building they will monitor via alarm systems, the activities within the main building. Vehicle patrols will also be conducted on a regular basis of all College owned/leased buildings.

5. Pets on Campus

Pets are not permitted inside college facilities. Exceptions will be made for guide dogs and/or other assisted living animals for medical related conditions, by providing a medical certificate.

HOURS OF OPERATION AND GUIDELINES FOR ACCESS**1. Hours of Operation-Main Campus Building**

1.1 The building will be open during the following hours:

September 1 – April 30

Monday to Saturday 06:00 – 23:50 Open
 23:50 – 06:00 Locked (Approved card holders permitted)

Sunday 6:50 – 23:50 Open

Holidays Limited access to College Buildings

1.2 Reduced access may be in effect from May 1 – August 31 each year (see 1.4.1 & 1.4.2) depending on facility bookings.

1.3 There will be limited access to College Buildings on statutory holidays (see 1.4.1 & 1.4.2).

1.4 Approved cardholders can access the buildings during the hours in which the building is closed using their access card.

1.4.1 Admittance will be through the following doors: H-Wing--Main Entrance, C-Wing--East Entrance, E-Wing--Theatre Entrance, D-Wing--Theatre Entrance North East, L-Wing—Fine Arts Entrance, M-Wing—Workforce Development Entrance.

1.4.2 Exit will be through the following doors: H-Wing--Main Entrance, C-Wing--East Entrance, E-Wing--Theatre Entrance, D-Wing--Theatre Entrance North East, L-Wing—Fine Arts Entrance, M-Wing—Workforce Development Entrance.

1.4.3 Exiting through unauthorized doors is not permitted.

1.4.4 Staff must ensure that doors are locked after exiting.

1.4.5 Cardholders are asked not to bring other persons with them into the building at times other than the designated hours of operation.

1.4.6 As personnel change, Campus Operations and Security staff are directed to follow procedures as set out above. The Campus Operations and Security Staff will be advised not to make exceptions.

1.4.7 All classrooms, seminar/Technology rooms and laboratories not scheduled for after hours use, will be locked. Faculty access to technology rooms will be by key only.

1.4.8 Children are under the responsibility of the adult who brought them into the building at all times. They are not to be left unsupervised.

2. Hours of Operation - Other Facilities

2.1 Other College facilities will be open weekdays as per Department requests. Other facilities will be closed weekends unless booked through a facility booking request or the department responsible for the area.

ISSUANCE OF KEYS

- 1.1 Keys to the outside doors will only be issued to Campus Operations Staff and Security Personnel where required.
- 1.2 Master keys will not be issued except to Executive Committee Members, Campus Operations, Security and Custodial Contactors as appropriate to their scheduled duties. Exceptions must have authorization from the Division Vice President and Director of Campus Operations.
- 1.3 Keys to laboratories and classrooms will be issued for faculty and staff upon the authorization of appropriate Chairperson/Manager.
- 1.4 An initial set of keys to individual offices and mailboxes will be issued to employees free of charge, obtainable on Chairperson/Manager or in some cases Administrative Assistant approval, through the Office of Campus Operations. Upon leaving the employ of the College, the employee will return all College keys to the Office of Campus Operations.
- 1.5 A \$5.00 + GST replacement charge will be levied for any keys lost. The keys issued must not be duplicated through commercial outlets, and must be requisitioned through the Office of Campus Operations.
- 1.6 Cost of re-keying after the loss of a master key of any type may be charged back to the registered key holder on agreement of the Vice President and the Director of Campus Operations.
- 1.7 Students requiring keys must have department approval and must return keys prior to expiry date on key request form or final marks may be withheld until keys are returned.

ACCESS CARDS

- 1.1 Access cards will be issued to faculty/staff and students to authorized areas upon request. Cards are not to be loaned to others. (Cardholders can access labs during normal building hours).
- 1.2 Cardholders will be required to turn in their security access card upon leaving the employ of the College.
- 1.3 A staff member who leaves the employ of the College will return their security access card to the Office of Campus Operations prior to departure.
- 1.4 Term-Certain Employees are required to return their cards to the Office of Campus Operations at the end of their term unless departmental approval is provided confirming their return date.
- 1.5 Procedures for Access Card Application:
 - 1.5.1 Employee access card paper work is initiated by Human Resources on signing of contracts, then to Student Services to have the card made up, then on to Library for library access and finally to Campus Operations for after hours building access.

Student card paper work is initiated and produced by Student Services and on to Library to add library access. Campus Operations only receive student access cards when access is required to special areas within the College, (e.g.), J-Wing, K-Wing, L-Wing etc. and is requested by department through completion of an access form.