



University
of Windsor

Policy Title: Keys and Card Access - Students Policy

Date Established: Historical Policy

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: James McGinlay, Residence Facilities Manager

Revision Date(s): October 2, 2024

Purpose

Controlling access to keys/cards is critical to ensuring the safety of residents and security of the building.

Scope of Policy

This policy pertains to all residents and staff working in the residence buildings.

Definitions

1. "Cards" refers to the student cards as issued by the UWinCARD office.
2. "Temporary card" refers to a card that is issued to a resident who does not yet have their personal card. These cards provide access to the building the resident lives in and may also provide access to the Alumni suite the resident lives in. The cards may also be referred to as "temp cards" or "guest cards".

Policy Statement

Appropriate keys/cards are issued without charge upon check-in. Cards are issued when they have been provided to Housing & Residence Life by the UWinCARD office. If they are not provided by the UWinCARD office residents must pick up card from their UWinCARD office themselves.

Occasionally a temporary card is issued to a student which provides them with access to their residence building. This occurs when their card has not been issued by the UWinCARD office and the UWinCARD office is not open. The guest card is returned once a student can obtain their personal card. If a temporary card is not returned a charge is placed on the student's account for the replacement cost.

Lost keys/cards are to be reported immediately to Housing and Residence Life and residents must pay the replacement cost as well as the cost for a cylinder change.

Roles and Responsibilities

1. Housing and Residence Life staff are responsible for:

- a. Providing keys and cards (when provided to Housing & Residence Life from UWinCARD office) on move in day
 - b. Processing charges for any lost keys and providing replacement keys to resident
 - c. Providing a temporary card when a UWinCARD is not available, this includes tracking and following up on card return
2. Residents are responsible for:
- a. Ensuring the safekeeping of all keys and cards
 - b. Reporting any lost keys or cards to Housing & Residence Life immediately
 - c. Returning any temporary cards to Housing & Residence Life

Review by

Annually in July



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Policy Title: Procedures for Implementing Policy on Keys and Card Access - Students

Date Established: Historical Procedure

Office with Administrative Responsibility: Housing and Residence Life

Functionality Area: Facilities

Approver: James McGinlay, Residence Facilities Manager

Revision Date(s): October 2024

Scope:

These procedures apply to the implementation of the Policy on Keys and Card Access.

Procedure:

1. Facilities Coordinators (FC) prepare keys for distribution on move-in day; cards are included if available prior to move in day;
2. Housing & Residence Life staff provide keys and available cards through check in process when resident moves in
3. FC's provides and tracks temporary cards as needed; charges will be applied for cards not returned.
4. Students to report access card issues to FC or designate for resolution.
5. Students to report lost keys immediately to FC who will then arrange for a lock cylinder change to room; charges to be applied to the student.
6. Students to report lost student cards immediately to the UWin Card Office.