



# Viking Union Facilities Access for Professional Staff

***This policy applies to professional staff needing access to Viking Union Facilities and offices.***

**Specific Rules:** This follows WWU policy [POL-U5710.01](#) Managing Access to University Facilities, any changes would override this policy (which includes more organization specific details).

Keys are issued based on employment responsibilities. The purpose of this policy is to provide access and ensure the security of the facility, its occupants, and its contents.

## **Access to [Take Home Keys](#):**

- 1. Keys are issued based on the [professional staff's](#) employment responsibilities and [building access](#) needs and should only be used within the scope of employment for job related duties by the [authorized individual](#).**
  - Keys may include desk keys, file cabinet keys, office keys, building access [fobs](#), etc.
- 2. Employee will fill out the Key Loan Agreement form provided by 5<sup>th</sup> floor Viking Union Administration Desk.**
  - Agreement states the employee understands the responsibility associated with keys, impacts of lost keys, responsibility for [sponsored guests](#), and importance of securing campus property.
- 3. Keys are issued at the 5<sup>th</sup> floor VU Administration Desk.**
- 4. Key access may be limited or denied based on compliance with Key Loan Agreement.**
  - The [Area Access Manager](#) determines limits or denial based on a security assessment and consultation with program supervisors.

## **Access to [Check Out Keys](#):**

- 5. Authorized employees may access the [Electronic Box](#) in the administrative hallway for temporary check out.**
  - Access permissions are granted by the [Departmental Key Controller](#).
  - Keys must be returned when not in use or when shift ends.
  - [Master keys](#) should never leave Western's campus.

## **Lost, broken, or stolen Keys:**

- 1. [Lost](#), broken, or stolen keys should be reported immediately to employee's supervisor and VU Administration Desk.**
- 2. Requests for reissuing a [lost](#), broken, or stolen key to an employee will be considered based on a security assessment by the [Area Access Manager](#) and consultation with program supervisor.**
- 3. The supervising area may be charged for rekey costs after a security review.**
  - Costs associated with a [lost](#), broken, or stolen keys can vary greatly depending on the security level associated with the key. It may mean purchasing a new key or rekeying an office/area.

## Definitions:

Access Control – The means, methods and practices used to minimize risk to persons and property by regulating entry to buildings and spaces. Control activities may be preventative and/or detective.

Area Access Manager – A Manager, Supervisor, Chair, or Director of an academic or non-academic department designated to grant access privileges to individuals (i.e. faculty, staff, students, vendors, and volunteers) for space over which they have been granted authority. [In the Viking Union this is the Associate Director for Viking Union Facilities & Services.]

Authorized Individual – An individual (i.e. University faculty, staff, student, volunteer, or contractor) for whom certain access privileges have been granted by an Area Access Manager.

Building Access – the capability of entering a building during hours of the day when the building is closed. Access is achieved by using a brass key or electronic access credential.

Check Out Keys – Keys or electronic credentials temporarily issued to students or staff for access to labs, classrooms, and other academic spaces.

Departmental Key Controller – Positions designated by an Area Access Manager to perform access administrative duties in accordance with this policy (and related standards, procedures, and guidelines). [In the Viking Union this is the VU Information and Welcome Desk Coordinator.]

Electronic Box – a key storage box requiring electronic entry to secure high-level access keys.

Fob – a small electronic device used typically in place of a key.

Lost Key- a key that is misplaced or a key that is not returned at the end of employment.

Master Key – key which operates all or most locks in a given building.

Professional Staff- Staff hired by the university for non-student positions. (Employee may still take classes.)

Sponsored Guest – A person who is present in a University building or space by way of an Authorized Individual.

Take Home Key – A key or electronic credential issued to an authorized user which is intended or permitted to be taken off campus at any time.

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## Policy Information:

### **Viking Union Facilities Access for Professional Staff**

See also:	<a href="#">POL-U5710.01</a>	Managing Access to University Facilities
	<a href="#">STN-U5710.01</a>	Access Control Standards
	<a href="#">POL-U5346.01</a>	Safeguarding University Assets
	<a href="#">POL-U5950.01</a>	Health, Safety, and Environmental Protection
	<a href="#">POL-U1500.08</a>	Using University Resources
	<a href="#">POL-U5315.25</a>	Reporting Loss of University Funds or Property

Policy Owner: Executive Director for Student Engagement & Director of the Viking Union

This policy cancels: Key Issuance Policy revised 02/25/2005

Policy Approved By: Eric Alexander, Executive Director for Student Engagement

Effective Date: 7-28-21