



THE UNIVERSITY OF  
WINNIPEG

# Key / Card Requisition

Keys & Cards are available in the Physical Plant Office  
**PLEASE ALLOW FIVE BUSINESS DAYS**

PLEASE COMPLETE ALL AREAS

PLEASE PRINT

## REQUESTED BY

Name \_\_\_\_\_ Department \_\_\_\_\_

Are you?  Employee  Student Student Number \_\_\_\_\_

\*Students pay a \$15.00 deposit, refundable upon return. Receipt No. \_\_\_\_\_

If a Teaching/Research Assistant, name of associated faculty member: \_\_\_\_\_

Home Address: \_\_\_\_\_  
Street Address City Postal Code

Home Telephone \_\_\_\_\_ Email \_\_\_\_\_

Date \_\_\_\_\_ Signature \_\_\_\_\_

## REASON FOR REQUESTING KEY(S) / CARD

\_\_\_\_\_  
\_\_\_\_\_

Lost Key/Card re-issue?  YES  NO (Note: Replacement fees are in effect for lost keys/cards. See reverse)

## KEY REQUESTED / ACCESS REQUIRED FOR WHICH ROOMS

BUILDING	ROOM NUMBER	KEY #	TAG #

## CARD ACCESS REQUIRED FOR WHICH ROOMS/GROUPS

BUILDING	ROOM NUMBER / AREA	DAY / TIMES

**EXPIRY DATE FOR CARD (mm/dd/yyyy):**

Dept. Chair \_\_\_\_\_

Authorizing Officer \_\_\_\_\_

Print Dept. Chair Name \_\_\_\_\_

Print Officer Name \_\_\_\_\_

**Key / Card disbursement and returns may be done  
at the Physical Plant Office  
Monday to Friday 8:00 am to 4:00 pm  
The office is closed between 12:00 Noon and 1:00 pm**

**ITEMS FROM THE UNIVERSITY OF WINNIPEG KEY/CARD ISSUE AND CONTROL POLICY**

- 1) All keys & cards are issued remain the property of The University of Winnipeg.
- 2) All keys & cards issued to Faculty & Staff are free on the first issue ONLY (with the exception of fobs. Individuals may wish to upgrade their card to a keychain fob at a cost of \$15.00). Replacement fees in effect for lost keys and/or cards are as follows:
  - a) Keys - \$15.00 *per key*
  - b) Cards - \$15.00
  - c) Fobs - \$15.00
- 3) A list of all authorizing signatures including authorizing officers, Department Chairs/Heads and their respective designates, shall be approved by the Vice-President (Finance and Administration) and a copy sent to the Physical Plant Office. The list will be updated October 1\* of each year.
- 4) All requests for keys/cards shall be submitted to the Physical Plant Office on a standard Key Requisition Form.
- 5) Where there is more than one Department on the same floor of a building, no floor master keys will be issued unless approved by the Head of Each Department located on the floor.
- 6) The Department Chair/Head is responsible for ensuring that all necessary safety training is completed prior to allowing access to certain rooms (i.e. Radiation Safety Training, etc.)
- 7) Key/card requisitions are authorized in the following manner:
  - a) **Room Keys/Cards** by the Department Chair/Head and the appropriate Authorizing Officer or their respective designates.
  - b) **Special Assignment** by the Executive Director, Facilities Management or the Director of Security.
- 8) Keys for entrance doors to the University will not be issued to non-regular employees or to students.
- 9) Keys and cards are not transferrable. Individuals may not loan their keys to anyone or sign out multiple keys/cards in their own name for distribution to non-regular employees or to students. Loss of key privileges will be enforced if this is the case.
- 10) Keys/cards are issued individually and are the responsibility of that employee until he/she transfers to a different department or area, begins a leave of absence, or terminates employment. The appropriate Department Head/Chair is responsible for retrieving keys/cards from an employee under these circumstances on the employee's last day of work in that department.
- 11) Access to campus facilities when the University is closed will be in accordance with the policy on access to University Buildings and the policy on Workers Working Alone.
- 12) Maps of hotspot locations (used for daily activation of the cards) are available in the Security Office.