



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 467
VERSION: 1

SUBJECT: ACCESS TO LOCKED AREAS

POLICY:

When a member of the Facilities staff needs to gain access to a locked area or room, he or she must first obtain permission from the Facilities office.

PURPOSE:

To state the procedures to be followed when a Facilities staff member must enter a locked area.

PROCEDURE:

1. Obtain permission from the appropriate department head, before entering the affected area.
2. The Facilities Office has sets of Keys for the purpose of unlocking areas of the facility, which are otherwise inaccessible to other staff members.
When retrieving the keys, the staff member must sign the log book, entering the following information:
 - a. Type of keys
 - b. Name
 - c. Date
 - d. Time checked out
3. When the keys are returned:
 - a. Log time checked back in
 - b. The office staff will sign them back in

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