Definition

Non-University Forces: For the purpose of this document, the term non-university forces includes consulting firms, construction firms, and other service providers such as Rogers Cable and other work forces requiring keys to access University property including all Residences.

Procedure

1. Key Issue
   All non-University forces requiring keys to access University property including all Residences, shall sign keys out at the Lock Shop located in Maintenance Building #1 on Trent Lane. Service key sets and building master keys required will be issued at a cost of $500.00 per service key set and per building master key.

2. Key Deposit
   A deposit shall be paid by a cheque(s) made out to the University of Guelph in advance of keys being issued. Other than Physical Resources authorized staff, only those on the list of authorized Student Housing Services personnel shall authorize the sign out of Student Housing Services keys. The Lock Shop must receive an email from one of the above people prior to sending a contractor or service person to the Lock Shop.

   As per University of Guelph Standard Operating Procedure 1.2.2 – Key Issue and Deposit System for the Main Campus, and University of Guelph Policy 1.2.3 – Installation, Maintenance and Repair of Main Campus Keyed Locks, control and issuance of access (swipe) cards resides with Campus Community Police and individual departments.

   Keys are not to be approved for or issued to sub-contractors, only to contractors.

3. Return of Deposit
   As per Physical Resources procedure 1.2.2 – Key Issue and Deposit System for the Main Campus, final payment to the contractor for work completed shall not be issued until the contractor representative provides the last completed Key Return Receipt to the DEC secretary indicating that all keys issued have been returned to the Lock Shop.

   Each Key Return Receipt shall include:
   - the key code for each key signed out;
   - the cheque number(s) of each cheque deposited for keys;
   - the applicable project or work order number;
   - the signature of the contractor representative;
   - documentation indicating the last key issued to has been returned to the Lock Shop; and
   - the signature of the Lock Shop personnel on duty.
The DEC Secretary shall match up the return receipt(s) provided by the contractor representative with the return receipts received from the Lock Shop. The applicable Physical Resources manager/supervisor/coordinator shall also ensure any additional costs for re-keying a building or building area, should a key(s) issued to a contractor be lost or stolen, are deducted from the monies payable to the contractor under the contract.

4. **Key Issue to Contractors Performing Work for the University After Hours**
   Contractors performing work for the University after hours (typically emergency repairs) shall sign the required key(s) out from the Campus Community Police upon arriving on Campus and then sign the key(s) back into the Police prior to leaving the Campus. The applicable PR manager/supervisor/coordinator shall contact the Police indicating the name of the contractor, the name of the contractor representative and the area of the building, for which the key(s) are required. Individual room numbers shall be indicated when possible.