

Faculty of Kinesiology – Access Procedure

Key Distribution

The Faculty of Kinesiology Operations (Kin Ops) office has centralized all key inventories within the building. The Kin Ops office will maintain accurate key inventory records and monitor distribution for staff, partners, and students.

Key Holder Responsibilities:

All key holders are responsible to ensure the following:

- Keys are stored securely.
- Keys are not to be shared or redistributed by individuals. **Redistribution is reserved for approved managers (MaPs) and faculty designates only.**
- Spaces are locked after use.
- Access is not granted to others.

Please do not open doors for patrons or others who have bookings in the building.

If access is required to open a space, please contact the Kinesiology Facility Operator on shift at 403-333-5686.

Issuing Keys:

1. All key requests, including pick up and drop offs, must be submitted by appropriate managers or faculty designate via email: kneskeys@ucalgary.ca. The request must be submitted a week in advance and must include the student or employee list (including UCIDs), the room numbers required and if known, the key inventory numbers and department account string.
2. A reply will be sent to the manager or faculty designate to book an appointment and details of what's required for key pick-ups/drop-offs and fees. *Please ensure the appointment times are adhered and respected.*
3. Should there be a discrepancy on whether a department/individual should be issued a particular key(s); the final decision will rest with the Dean or their delegate in Kin Ops.
4. Kin Ops will conduct key inventory audits for each faculty unit to ensure accuracy of records. Audit intervals will be random.

**** A key deposit is no longer required by Kin Ops for part-time staff and students. Please note that a deposit can be requested at the discretion of the Dean or their delegate in Kin Ops.**



Returning Keys:

1. When an employee no longer has the right and/or need for keys within the Faculty of Kinesiology, they are required to return them to their manager or faculty designate.
2. The manager or faculty designate will be authorized to hold the key sets for their areas ongoing. When there is student or staff turnover, the manager or faculty designate is expected to e-mail kneskeys@ucalgary.ca to confirm which keys have been returned to them and which keys are being reallocated.

Replacement Key Fee:

Should a student or employee fail to return their keys to the manager or faculty designate during offboarding, a \$40 fee per key will be applied to the department. Additional charges may be applied if re-keying is required. This may be up to \$100. This fee will be internally charged to the department account prior to reissuing the missing keys.

Lost or Stolen Keys

In the event of lost or misplaced keys, a charge of \$20 per key will be applied to the department or individual responsible. Additional charges may be applied if re-keying is required. This may be up to \$100. This fee can be paid by the student or employee by credit or debit at the Booking Office (KNB 233). Please email kneskeys@ucalgary.ca to set up an appointment.

Re-key of Locks

It is important that the Kin Ops Office has accurate records of what key has been assigned to each door within the building. Please be advised that any access alterations made to a door or re-keying must go through the Kin Ops Office.

Unicard Card Access Distribution

24-hour after hours external door access is restricted to area emergency contacts only and other Dean approved staff. All requests for 24-hour external door access require a manager or faculty designate to submit the 24-hour access request form to the Dean's Executive Assistant at knesdean@ucalgary.ca for the Dean's first approval. The Kin Ops Manager will then receive the first approved requests to review for final approval.

All other requests for door access can be submitted to Kin Ops for approval by the respective manager or faculty designate at kneskeys@ucalgary.ca for approval by the Kin Ops Manager. All Human Performance Lab door requests can be submitted directly to the Human Performance Lab Manager.