

Faculty of Kinesiology – Access Procedure

Faculty of Kinesiology Access and Keys:

Access to Kinesiology Operations spaces may be provided through physical keys, Unicards, or both, depending on the space. Kinesiology Operations (KinOps) will steward the key inventory and access requests, maintain accurate access records, and monitor key distribution.

1. Key Distribution

a. Key Holder Responsibilities:

All key holders are responsible to ensure the following:

- Keys are stored securely.
- Keys are not shared or redistributed by individuals. **Redistribution is reserved for approved managers 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.

b. Issuing Keys:

- (i) All key requests, including pick up and drop offs, must be submitted by appropriate managers or faculty designate via the form posted on the [website](#). The request must be submitted at least 5 business days in advance to allow for time to order keys from the lock shop as needed.
- (ii) A reply will be sent to the manager or faculty designate to confirm key pick-ups/drop-off details .
- (iii) 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.
- (iv) KinOps will conduct yearly key inventory audits for each faculty unit to ensure accuracy of records.

c. Returning Keys:

- (i) When an individual no longer has the right and/or need for keys within the Faculty of Kinesiology, they are required to return them to either the KinOps office or to their manager or faculty designate.
- (ii) If key(s) are returned to the manager or faculty designate, they may choose to return the key(s) to KinOps or reallocate to a new staff member. The manager or faculty designate must e-mail kneskeys@ucalgary.ca to confirm which keys have been reallocated and to whom.

d. Lost or Stolen Keys

In the event of lost or misplaced keys, alert Campus Security and kneskeys@ucalgary.ca. If keys are repeatedly lost, the Manager/designate will be made aware.

e. Re-key of Locks

It is important that the KinOps 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 KinOps Office.

2. Unicard Card Access Distribution

a. 24-hour external door access

All requests for 24-hour external door access require a manager or faculty designate to submit the access request form posted on the [website](#).

b. Card access to interior doors (*KNA 131, KNA 017, KNA 147, KNB 128, KNB 190, KNB 150, and staff locker rooms*)

All requests for interior doors with card access require a manager or faculty designate to submit the access request form posted on the [website](#).