

Keys

Purpose

To ensure the efficient procurement, and safe maintenance of, all TKUSA keys and the spaces and documents they provide access to.

Definitions

Representatives are all TKUSA Executives, Directors, employees, and Committee members.

The University refers to The King's University.

Procedure Statement

1. General

- 1.1. All TKUSA Representatives must have key access to those rooms permitted in Appendix A.
- 1.2. TKUSA Representatives must obtain their keys through the University's Facilities.

2. Access to Rooms

- 2.1. TKUSA Representatives may use their keys to grant room access to other members of TKUSA, unless otherwise stipulated by this Procedure and/or the University's Facilities.
- 2.2. Should a TKUSA Representative grant room access to another individual using their key, that Representative is responsible for that individual's conduct within that room.
- 2.3. The inappropriate use of keys by a TKUSA Representative or an individual may be subject to disciplinary action, as outlined in the Human Resources policy and/or by the University's Facilities.

3. Requests for Additional Key Access

- 3.1. Requests for additional key access must be brought to the attention of TKUSA's Executive Director for approval and must also be consented to by the University's Facilities.
- 3.2. Should a request for additional key access be approved by the Executive Director, Appendix A must be updated accordingly.

4. Return of Keys

- 4.1. TKUSA Representatives must return their keys to the University's Facilities no later than the final date of their involvement in TKUSA, as outlined either in their contract or by the representative's own resignation/termination.
- 4.2. Exceptions to key returns are permissible should the representative immediately return to their role in the following academic year.

- 4.3. Should a TKUSA Representative fail to return their key on time and without appropriate reason, they may be subject to disciplinary action, as outlined in the Human Resources policy and/or by the University's Facilities.

Appendix A: TKUSA Key Access List

Room Number	Description	Access
Apartment student lounge	Main Office	Executive Board Executive Director Marketing Coordinator Administrative Assistant Level Manager
A132	Executive Director's Office	Executive Director Executive Board Marketing Coordinator Administrative Assistant
	Outdoor Storage Room, stage storage	Executive Director VP Student Services
	Pantry	VP Student Services Any student volunteers as designated by the VP Student Services Key left at the main reception
	Level Coffeehouse & Storage	All Level Coffeehouse Employees Executive Director

Fact Sheet

First Approval – n/a