

FACILITY ACCESS CONTROL

Date Issued: October 17, 2023

Mandated by: City Manager

Current Revision: October 17, 2023

Cross Reference:

- New Employee Supervisor Checklist
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1. PURPOSE

The City of Fort Saskatchewan is committed to providing a safe and secure environment for Staff, Lease Holders, User Groups, Contractors, Volunteers or other parties requiring access to City owned facilities. The Facilities Business Unit contributes to this goal by ensuring appropriate access is provided through the distribution of keys, gate opener(s) and/or key card/fob. Fleet and Facilities Services administers the program to distribute and track these items.

2. DEFINITIONS

- 2.1 Access – a means of approaching or entering a place.
- 2.2 City – means the City of Fort Saskatchewan.
- 2.3 Contractor – any individual or business performing work for or on behalf of the City of Fort Saskatchewan.
- 2.4 Facility – any building or portion of a building or asset (such as a gate) owned by the City of Fort Saskatchewan.
- 2.5 Gate Opener – an electronic device coded to open gates, etc.
- 2.6 Key – a small piece of shaped metal with incisions cut to fit the wards of a particular lock.
- 2.7 Key Card or Fob – City owned and issued small security hardware device with built-in authentication used to control and secure access to City facilities by swiping the device on a pad adjacent to doors with this type of access.
- 2.8 Lessee – Individual(s) leasing City owned property.
- 2.9 Recipient – Individual who is requiring access to City facilities. This individual will sign the Keys/Swipe Car/Fob/Gate Opener Sign Out & Return Form and will be responsible for the key(s) and/or key card or fob in their possession.
- 2.10 Staff – City of Fort Saskatchewan Employee

- 2.11 Supervisor – City staff member who is responsible for City employees reporting directly to them; User Groups, Lessee's, Contractors, Volunteers, etc.
- 2.12 User Group – a set of people who have similar interests, goals or concerns and are utilizing a City Facility.
- 2.13 Volunteer(s) – a person or group who freely offers to take part in an enterprise or undertake a task related to an event or program sponsored by the City.

3. PROCEDURE

- 3.1 All access requests require justification and approval from a Supervisor (for City Staff) or the City Staff member (also referred to as the Supervisor for the purpose of this Procedure) responsible for outside parties requiring facility access.
 - 3.1.1 Supervisor is responsible for ensuring that key(s)/fobs are returned to Facilities Business Unit, front counter at the James E. Graham Building upon Employee termination or end of lease or contract/project term for Contractors, User Groups, Lessees, Volunteers, etc.
- 3.2 Supervisor must e-mail access requests **at least 3 business days prior** to desired issue date to publicworks@fortsask.ca for all facilities except City Hall (e-mail to fortreport@fortsask.ca) with the required information outlined in the e-mail as follows:
 - 3.2.1 First and last legal name (ensure spelling is correct)
 - 3.2.2 Position (for staff) or User Group/Patron Name
 - 3.2.3 Date they require key access
 - 3.2.4 End date (if not permanent staff)
 - 3.2.5 Facility doors or gates they will require access for OR name of Employee who has identical access
- 3.3 Public Works Clerical staff member receiving the request will ensure that the proper information is received and if required will obtain approval from the Manager, Fleet and Facilities.
- 3.4 Public Works Clerical staff member will issue the keys/card/fob and/or gate opener and will notify the Supervisor or the Recipient requiring these items that the Recipient may come to sign the Key Sign out Form and retrieve the keys. Keys are issued from the James E. Graham Building, 11121-88 Avenue.
- 3.5 Recipient must review and agree to the conditions outlined on the sign out form (attached hereto) and will sign the form before receiving key(s)/card/fob/gate opener.
- 3.6 The City retains and electronically files the sign out form (attached hereto) and will provide the Recipient a copy if requested.



CITY OF FORT SASKATCHEWAN
**FLEET, FACILITIES
& ENGINEERING**

11121 88 Avenue, Fort Saskatchewan, Alberta T8L 2S5
780.992.6248 | publicworks@fortsask.ca

Keys/Swipe Card/Fob/Gate Opener Sign Out & Return Form

- Keys, swipe cards, fobs and gate openers are the property of the City of Fort Saskatchewan.
- I am personally responsible for the keys, swipe card, fob or gate opener assigned to me.
- If lost or stolen I will immediately report the loss to 780-992-6248 during business hours OR 780-439-7574 (request a return call from a Building Operator) outside of regular City business hours (Monday to Friday 8 am to 4:30 pm, excepting statutory holidays).
- I will not transfer, loan or give the keys, swipe card, fob or gate opener to anyone else.
- I will return the keys, swipe card, fob or gate opener assigned to me, upon termination of employment, contract, lease, project, etc.
- If I cannot produce the keys, swipe card, fob or gate opener assigned to me, I am responsible for any breach in security and the cost of re-keying the entire system.

I HAVE READ, UNDERSTOOD AND AGREE TO COMPLY WITH THESE CONDITIONS.

SIGNATURE: _____ DATE: _____

ASSIGNED TO: _____ ASSIGNED BY: _____

RETURNED BY: _____ RETURNED TO: _____ DATE: _____

SYSTEM: _____ KEY ID: _____ KEY#: _____

GATE OPENER # _____ SWIPE CARD OR FOB # _____

NON-CITY EMPLOYEES COMPLETE THE FOLLOWING:

ORGANIZATION: _____

TELEPHONE: _____ CELL PHONE: _____

ADDRESS: _____

EMAIL: _____ **EXPECTED DATE OF KEY RETURN:** _____

This personal information is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) for the purpose of evaluating and issuing permits. If you have any concerns regarding the collection or use of your personal information, please contact the City's FOIP Coordinator at 780-992-6200. Updated August 2022