



Keys Directive

Rationale

Established regulations on key access within the SAMU building ensure that restricted spaces and documents are kept secure.

Definitions

Regulations

- 1** Executives have key access to the General Office - SA 301, SA-113(main floor loading dock), and SA-214. Executives can also request at any time for security to open the General Managers office should the door be locked.
- 2** The General Manager has key access to all SAMU spaces and can assign other staff to have the same full access to rooms if there is a business need.
- 3** Full-time staff will have access to spaces that they have a business need to use. Room access requests can be submitted to their Director for approval.
- 4** Part-time staff-will have access to rooms that they have a business need to use.
- 5** Spare keys to locked cabinets and locks are kept in the SAMU key boxes.
- 6** Key access to the Finance Office and Finance Storage is only provided to the General Manager and the employees with workspaces in the Finance Office.



Fact Sheet

Approvals:

First Approval – February 12, 2024
Last Approval –

Date of Last Review: February 12, 2024

Source and Updates:

February 12, 2024: Keys Directive approved by Directives Group motion 2024-02-12-8. Source material taken from Keys Procedure.

Related Documents and Forms: