



Keys

Rationale

Established regulations on key access ensure that restricted spaces and documents are kept secure.

Definitions

General Access at City Centre Campus includes the corridor hallway door (7-292G), the coordinator area (7-294), the lunchroom (7-297D), the large and small meeting rooms (7-297E and 7-297F respectively), and the side door (7-298).

Regulations

- 1** Executives have key access to their individual offices, the offices of all other executives, General Access at City Centre Campus, the General Manager's office, the outer glass doors of SAMU offices at the City Centre Campus, and the students' lounge.
- 2** The General Manager has key access to all SAMU spaces on all campuses, excluding the offices of the Executives.
- 3** Full-time staff at City Centre Campus have key access to their respective offices, General Access at City Centre Campus, the offices of employees that directly report to them, and the students' lounge.
- 4** Part-time staff at City Centre Campus have key access to their respective offices and General Access at City Centre Campus.
- 5** Staff at satellite campuses have key access to their respective office, the outer door of their respective SAMU office space, and General Access at City Centre Campus.
- 6** Spare keys to locked cabinets are kept in the SAMU safe.
- 7** The General Manager may approve requests for additional key access. Such approvals are recorded.



Appendix A: SAMU CCC Rooms List

Room Number	Description	Name
6-108	Reception	SAM Centre
6-108A	Office	Peer Support Room
7-292	Reception (Front doors)	Administrative Support
7-292A	Office	VP Student Life
7-292B	Office	VP Operations and Finance
7-292C	Office	President
7-292D	Office	Governance Advisor
7-292E	Office	VP External
7-292F	Office	VP Academic
7-292G	Corridor	From front entrance to Coordinators' area
7-293	Office	Advocacy and Political Affairs
7-294	Open Office Space	Coordinators Area: PT Staff
7-297	Lounge	Student Lounge
7-297A	Office	Finance Department
7-297B	Office	Events Office
7-297C	Office	<i>the griff</i> newspaper (Managing Editor)
7-297D	Lunch Room	Lunch Room
7-297E	Large Meeting Room	(Capacity: 16)
7-297F	Small Meeting Room	(Capacity: 10)
7-297G	Corridor (Hallway Door)	To Staff Washrooms
7-298 (South & East)	Corridor	Between Bizhub and back entrance.
7-298A	Office	CCC Student Services Manager
7-298B	Office	Director of Programs and Services
7-298C	Office	CCC Programs Manager
7-298D	Office	Clubs Manager
7-298E	Office	Administration and Retail Manager
7-298F	Office	General Manager
7-298G	Office	Marketing and Communications Department
7-298H	Copy room	Bizhub and paper supply
9-113A	Art Gallery	The Gray Gallery
11-217	Lounge/Reception	SAM Centre Express



Appendix B: SAMU ACC Rooms List

Room Number	Description	Name
118	Office	Main Office



Fact Sheet

Approvals:

First Approval – December 2, 2013

Last Approval – October 3, 2017

Review By: October 3, 2018

Source and Updates:

December 2, 2013: Keys approved by Executive Committee motion E2013-12-02-5 upon recommendation of the Procedure Review Ad Hoc Committee. Source material drawn from *Procedure 23 – Keys*.

July 3, 2014: Keys approved by Executive Committee motion E2014-07-03-2. Updates include removal of mention of MacEwan South Campus office space as well as update to office listing at City Centre Campus.

April 1, 2015: Keys approved by Executive Committee motion E2015-04-01-9 upon the recommendation of the Procedure Sub-Committee. Changed CCC storage room into Vice President External office.

September 22, 2016: Keys approved by Executive Committee motion E2016-09-22-2. Update includes the addition of Executive Committee members having access to all other executive offices.

October 3, 2017: Keys approved by Executive Committee motion E2017-10-03-3 on the recommendation of the Procedure Sub-Committee. Minor update to room numbers, addition of Allard Hall space, and removal of reference to CFAC campus as it is now closed.

Related Documents: