

# ACCESS/DOOR CONTROL CARD REQUEST FORM

Please refer to the instructions on the back of this form

Prox Card: (white) \_\_\_\_\_ OR Swipe Card: (blue) \_\_\_\_\_

Card Number: \_\_\_\_\_ (enter for changes; leave blank for new)

Check the appropriate places to indicate that this is a request for:

- New card for a new User who is:    Permanent    Sessional    Student
- Delete or Replace a card because it is    Lost    Stolen    Defective    Terminated (user has left)
- Add or    Delete Access to a building/area/door.
- Change cardholder information (BUT NOT NAME)

**All students/sessionals must pay a \$50.00 refundable deposit prior to issuing card**

**All cards will be picked up and signed for at Maintenance Key Control**

### Card Holder Information

First Name: \_\_\_\_\_ Last: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_

Employee/Student Number: \_\_\_\_\_

Local Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_

Local Phone Number: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_ ext. \_\_\_\_\_

Card Holder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This card should begin working: \_\_\_\_\_ and expire: \_\_\_\_\_  
mm/dd/yyyy mm/dd/yyyy

Faculty: \_\_\_\_\_ Department: \_\_\_\_\_

Dept. Contact Person: \_\_\_\_\_ ext. \_\_\_\_\_ E-Mail: \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Please Print

Area/Door Required: Building Name(s): \_\_\_\_\_  
Room #(s): \_\_\_\_\_

**\*\*IS EXTERIOR DOOR ACCESS REQUIRED?\*\*\***

Building: _____	Yes:	No:
Building: _____	Yes:	No:

## HELP WITH THE FORM

Please read the following and if you require further assistance contact:

Key Control	Mabel	Ext. 2855
Maintenance	Rajeev	Ext. 2851
Facility Services	Bob V	Ext. 2869

### INTENT

This form is used to apply for a new access control card to make a change to an existing one. Access control cards are used in certain areas to unlock doors electronically rather than with a regular metal/mechanical key. Each access control card is unique and individually assignable to different doors or groups of doors. They will be phased in gradually for after-hours access to appropriate buildings and internal areas. If a card is lost or stolen it can be disabled from unlocking any and all doors so that security of the area is not compromised. This alleviates the need to change key cylinder and many keys being re-issued.

### POLICY

Access cards are governed by the University of Windsor Key Control Policy (under review) and form an integral part of both physical security - doors locks and electronic security - monitoring by Campus Police. They both unlock the door (as assigned) and momentarily prevent a door security alarm at Campus Police while still recording the entry. Cards are issued and controlled by Key Control in Maintenance Services. Each card is assigned to an individual person for her/his exclusive use. Loaning or passing-on cards is not condoned. Unused cards shall be returned and re-issued to a new user.

### THE FORM

If you are applying for a new card please leave the card number blank and check "New" and "Permanent" for Faculty & Staff or "New and Temporary" for a Student or Contractor, etc.

If a change is required - it may be a replacement - you must identify the reason, or return of a card since the user has left or no longer requires it (other than temporary).

Another example could be Sabbatical or Leave of Absence which would be checked as "make it inactive" until needed further.

If a user is to be allowed access to another building or area or if they no longer need access to one - check appropriately.

The buildings and areas have check spaces.

Information change - could be a phone number, address or Department.

### CARDHOLDER INFO

Please fill in this area completely as it positively identifies the unique user of the card. The Contractor number space is for future use.

### DATES

Each card can begin to operate on a specific date. The default is the date it is processed in Key Control. If it should be later, perhaps for a new Faculty or Staff member, please fill it in. Students and Contractors all require expiry dates. For Students the default is the end of the current semester. Please coordinate this date, especially for Graduate Students. NOT APPLICABLE FOR FACULTY AND STAFF.

### CARDHOLDER ADDRESS

Faculty & Staff - Use home mailing address.

Students Home Address - use the same address as the Student record.

Contractors - Use Business address or Home address - as appropriate.

### AUTHORIZING SIGNATURE

Will be the same as required for Key Control Policy - DEAN, DIRECTOR, DEPARTMENT HEAD, etc.

### AREA/DOOR REQUIRED

The choice must match the Department/Division on the form unless the cardholder must have access to multiple areas and carries the duly authorized keys.

### CARDHOLDER SIGNATURE

Per Key Control Policy, the card user must sign for it. You be asked to return an existing key which you currently carry for the same function. In any case the key will become non-functional shortly after you receive your card. The Policy makes provision for the collection of key deposits from some users (Students)

### IF YOU LOSE YOUR CARD

Call Key Control at ext. 2855 immediately (Monday to Friday 08:00 - 16:00) or Campus Police at ext. 1235 during off hours. Your card will be invalidated immediately and flagged as a lost or stolen card. Apply for a new card and processing will be expedited.

### HOW TO USE YOUR ACCESS CARD WHEN THE BUILDING/AREA IS LOCKED

The card readers use "proximity" technology rather than swipe, insertion or contact methods. Present your card to the reader head on the wall or frame outside the door. The reader will beep, flash the light (LED.) and unlock the door if appropriate. You will have sufficient time to open the door and pass through and allow the door to close and lock. If the door is left open an alarm will sound in the Campus Police office. The card should be readable if left in a wallet or near the outer surface of a purse. When you leave the building, while it is locked, you must leave through a card controlled door. ALL OTHER DOORS WILL GENERATE AN IMMEDIATE ALARM IN THE CAMPUS POLICE OFFICE.