SUPPORTING INFORMATION FOR
INDIVIDUALS SELF-REPORTING KEYS
FOR THE 2018 KEY AUDIT

As part of the Campus Public Safety risk mitigation efforts, individuals are being asked to send an email to access_control@sfu.ca (subject line KEY AUDIT) with the following information:

- Last Name
- First Name
- SFU ID
- Key code & serial number of each key held

NOTE: Keys found without stamped serial numbers should be identified as such so we can arrange to stamp it.

During the audit, you may find that you have spare keys no longer required – please arrange for these to be returned to Access Control located in room 1300 of Discovery 1.

Departments and individuals who hold the following key codes are asked to try and reduce the number of copies to assist with overall risk reduction efforts:

- AD 5
- AD 9
- ADS
- ADSP
- JSA
- JSA1
- SKN
- SKS
- D

Any questions or concerns can be sent to Jason Eldridge, Manager – Physical Security Solutions – jeldridg@sfu.ca – all responses with data related to keys should be sent directly to Access Control via access_control@sfu.ca.

Your assistance in this risk mitigation effort is appreciated.