Keys & Access Cards

Access Control (including keys and access cards) is governed at SFU by policy AD 1.04 (http://www.sfu.ca/policies/admin/ad1-04.htm). This policy is intended to maintain the integrity of the key and access card collection at Simon Fraser University while effectively addressing the needs of community users for appropriate access to University space. Accountability for all keys and cards issued is paramount to the personal safety and physical security of Simon Fraser University’s staff, faculty and students, as well as being a vital component in the protection of assets for the University and its various departments and faculties.

All keys and access cards are subject to processing times, which vary during peak periods.

Access Card Information

Card Access at SFU

Computerized card access control systems are operated throughout SFU. In each system, an electronic or electromechanical device replaces or supplements mechanical key door access. Departments determine which individuals have access to their areas. The card system provides access to various doors within a building and/or can automatically lock and unlock specific doors at prearranged times during the day.

Conditions of Use

By accepting your Simon Fraser University Access Card you are agreeing to:

- Report lost or stolen cards to Campus Public Safety immediately at 778-782-3100 so the card can be blocked from unauthorized use.
- If you find a lost card, return it to Campus Public Safety Lost and Found.
- Only one card will be issued per person.

Your Card

- A hole has been punched in the card for attachment of a clip. Any other holes punched in the access card will render it damaged.
- Proximity cards contain a fine wire antenna around the perimeter, a microchip and connecting wires.
- The access card encoding and encryption in use at SFU provides an additional level of security beyond universally-used encryption formats.
- Non-functional cards due to normal wear and tear will be replaced by Campus Public Safety at no additional cost to the cardholder.
- Lost or damaged cards will be replaced at the cardholders’ expense.

Access Card Care

Access cards are durable, but they’re not indestructible

- Keep your card clean at all times.
- Clean your card with 99% pure Isopropyl alcohol.
- If you have a Personal Identification Number (PIN) along with your access card, keep them separate, safe and secure.
- Use the card for your personal use only in connection with your work or study at Simon Fraser University.
- Use a badge gripper.
- Return your card to Campus Public as soon as you don’t need it anymore.
- Do not bend your card.
- Do not put holes into your card.
- Do not leave your card in the sun.
- Do not scratch your card.
- Do not throw your card.
- Do not write on your card.
- Do not put tape on your card.
- Do not put your card through the washer and/or dryer.

All Access Cards are the property of SFU and may be de-activated if a user abuses privileges. This includes:

- Loaning out your card to other people.
- Trying to use your card in un-authorized areas.
- If you no longer have authorized access.
- If you no longer work or study at SFU.
- Using your card to let other people into card-protected buildings/rooms.

If you have any questions or comments about Card Access Systems see the contact information on the back of this brochure.
Key Information

Conditions of Use:
By accepting your Simon Fraser University Key(s) you are agreeing to:

• Report lost or stolen keys to Campus Public Safety immediately, so your Department may be notified and a replacement key issued.
• If you find a lost key, turn it in to Campus Public Safety Lost & Found immediately.
• Only one key per person for a room will be issued.
• Do not give, or allow your key to be used by, anyone else.
• Do not use your key to let unauthorized people into restricted buildings/rooms.
• Do not mark your key with room/building information.
• Do not put tape on your key.

If you lose your key:

• Report your key lost to Campus Public Safety located in room 1300 of Discovery 1. Provide the clerk or officer with the room number(s) that the key opens. You will be issued a file number.
• Advise your department that you have lost your key and will require a replacement. The designated signing authority for keys in your department can fill out a Key Requisition.
• One your replacement key has been processed, attend the Access Control office with the file number for your lost key and photo ID.
• Your original deposit for that key will be forfeited, and a new deposit as dictated by policy will be required.

Questions? Comments? Concerns?
If you have any questions, comments, or concerns regarding Access Control at SFU, contact Jason Eldridge, Manager - Physical Security Solutions, by phone at 778-782-8634, or e-mail at jeldridg@sfu.ca.