

Administrative Procedure 542

Business Administration

SWIPE KEY REPLACEMENT

PURPOSE

To ensure building security and establish a consistent process for the replacement of lost or damaged swipe keys/cards at Westmount Charter School (WCS).

This procedure applies to all employees, contractors, and approved visitors who are issued a swipe key/card for access to Westmount Charter School facilities and are responsible for the care and safekeeping of their swipe key or card.

PROCEDURES

1. Reporting Lost or Damaged Swipe Keys/Cards
 - 1.1 Any lost or damaged swipe key/card must be reported immediately to the Facilities Manager and the Principal.
 - 1.2 The lost swipe key will be deactivated promptly to maintain security.
2. Replacement Process
 - 2.1 The Facilities Manager shall issue a replacement swipe key/card upon receipt of:
 - 2.1.1 notification of the loss or damage; and
 - 2.1.2 a completed Swipe Key/Card Replacement Form.
 - 2.2 The individual receiving the replacement must sign the form acknowledging responsibility for the swipe key/card and any applicable replacement fee.
3. Replacement Fee
 - 3.1 A fee of \$16.00 (or the current replacement cost if fees increase) shall be charged for each lost swipe key/card.
 - 3.2 Replacement fees must be paid to Westmount Charter School before a replacement swipe key/card is issued.
 - 3.3 Swipe keys/cards damaged due to normal wear and tear shall be replaced at no cost.
4. Record Keeping
 - 4.1 The Facilities Manager shall maintain secure records of all swipe key issuance, deactivation, and replacements.

Legal Reference:

Cross Reference:	AP-541 Building Access
Date of Adoption:	October 1, 2025; January 29, 2026
Date of Revision:	
Due for Review:	January 29, 2029

APPENDIX 1

SWIPE KEY REPLACEMENT FORM

Employee/Staff Name: _____

Department/Campus: _____

Phone/Email: _____

Date of Request: _____

Swipe Key/Card Number (if known): _____

Reason for Replacement

Lost

Damaged

Other: _____

Fee Acknowledgment

I understand that a fee of **\$16.00** (or the total replacement value if fees increase) will be charged for replacing a lost swipe key. Keys damaged due to normal wear and tear will be replaced at no cost. I acknowledge responsibility for the safekeeping of the swipe key and understand that repeated loss may be subject to further review.

Employee/Staff Signature: _____

Date: _____

For Facilities Use Only

- Replacement Key Issued: Yes No
- New Key Number: _____
- Fee Collected: Cash Cheque Other: _____
- Processed By: _____
- Date: _____