

# **Administrative Procedure 542**

## **Business Administration**

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### **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: \_\_\_\_\_

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### For Facilities Use Only

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