

KEY INFORMATION

Requesting Keys

Key requests can be submitted online: [Key Request Information \(concordia.ca\)](#)

Notes for Supervisors, Students and Lab Staff:

Requestors who are students and lab staff can only submit a key request if they are in the current lab access list and have completed all the required Health and Safety training. Students and lab staff need to obtain their supervisor's approval before submitting a key request.

Once a key request is submitted, the Key Control Team will forward the request to the person whom requestors selected as the authorizer for their online key request for approval. Therefore, after students/lab staff have submitted their requests, they need to email the selected authorizer (cc their supervisor) to inform the authorizer that they have submitted a key request. In this email, students need to provide the authorizer with the following information: (1) Student's full name; (2) Email; (3) Concordia ID; (4) Room number(s) for the key(s) requested; and (5) Supervisor's name.

Key authorizers' names and contact information are below:

- Andrew Ryder (Psychology.Chair@concordia.ca)
- Meghan Donovan (Psychology.DA@concordia.ca)
- Lucia Farisello (Psychology@concordia.ca)

Supervisors need to confirm their approval of their students/lab staff's key requests by **replying all** to their students/lab staff's emails and write "I approve" or "I do not approve" along with any notes you want to add.

After receiving supervisors' approval confirmation email, the authorizer will forward key requests to the Key Control Team for processing.

Picking-Up Keys

Once keys are ready for pick up, the Key Control Team will inform the Department. The Department then will notify key requestors.

Requestors must claim their own keys. When picking up your key, please bring one of the following pieces of photo identification with you:

- Concordia ID card
- A valid driver's licence

- A valid health card
- Passport

Key pick-up location: The Loyola Security Office SP-170

Key pick-up time: Monday to Friday, from 9:00 am to 12:00 pm & from 1:00 pm to 3:00 pm

Reporting Lost/Stolen Keys

If keys are lost or stolen, key holders will need to fill out a lost/stolen key report: [Lost-Stolen Key Report \(concordia.ca\)](#).

Please note that no replacement keys will be issued until a Lost Key Report is completed.

Returning Keys

Faculty and staff who finished their contracts at Concordia and students who finished their programs at Concordia need to return their key(s) to the Loyola Security Office SP-170. Time for returning key(s): Monday to Friday, from 9:00am – 12:00 pm & from 1:00 pm to 3:00 pm.