

## **SECURITY SAFE AND KEY CABINET**

### **CONSULTATION, PROCUREMENT AND INSTALLATION PROCEDURES**

The University of Victoria has product standards and contract(s) in place for new purchases of security safes and key cabinets for usage on campus. The procedure to purchase and install one of these products is outlined below and will be strictly enforced by Campus Security, Purchasing Services and Facilities Management. Reference Policy No. BP3105 - Buildings and Grounds Usage

#### **STEP 1 - CONSULTATION**

- Contact Campus Security at 250-721-8981 and request a consultation to review and select a security safe and/or key cabinet and select an installation location.
- A Consultation Completion Notice will be completed by Campus Security and sent to Facilities Management.
- Campus Security will maintain a record of safe and cabinets locations.
- If you wish to move a security safe or key cabinet you must request a consultation from Campus Security.

#### **STEP 2 – PROCUREMENT**

- Send a FAMIS request to Facilities Management stating the product selected and installation location shown on your Consultation Completion Notice provided by Campus Security.
- Provide your account code information which will cover both the product and installation costs.
- Campus Security will forward a copy of the Consultation Completion Notice to Facilities Management, which is required prior to purchase of products.
- Facilities Management will procure the product and arrange delivery to campus.
- NOTE: Purchases of non-standard security safes and/or key cabinets will be blocked by purchasing. There will be no reimbursement for non-standard products.

#### **STEP 3 – INSTALLATION**

- Facilities Management, Interior Modification Services will arrange delivery of the product(s) and then make arrangements for installation in the location approved by Campus Security.