

TWU FMC Access Control Master or Grandmaster Key Request Form

Document Number: 1110.01-A
FMC Division: Physical Plant

This document is submitted in accordance with the University's Access Key Control Policy (7.01) and is approved by me with the intent to assign the requested key as follows:

Building and Key Type Requested (Type: Master / GM)	Requestor Phone Number (incl. Area Code)
Name of Person Key Requested For	Title of Person Key Requested For
TWU ID # of Key Holder (Ex. 900123456)	

Justification for Key Assignment
Including specific areas, rooms, etc. assists Access Control in reducing the liability of key holders.

Key Requestor (Printed Name)	Key Requestor (Signature)
Departmental Authorizer (Printed Name)	
Departmental Authorizer (Signature)	Date Authorized
AVP, Facilities Management & Construction (for Master/GM Key)	Date Authorized
VP, Finance & Administration (Signature – GM only)	Date Authorized

Processed by (FMC staff)	Date Processed