



TWU Access Control Master or Grandmaster Key Request Form

Approval Date:

Review Date:

Document Number: 1110.01-A

FMC Division: Physical Plant

Form Approved By: AVP, FMC

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/Key Requested (Master or GM)	Requestor Phone Number (incl. Area Code)
Name of Person Key Requested For	Title of Person Key Requested For

Justification for Key Assignment

Key Requestor (Printed Name)	Key Requestor (Signature)
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