

Facilities Services Key/Code Issue Authorization Form

Date: _____

Department Name: _____

Division Name: _____

The following are authorized to sign Key Authorization and Receipt forms. All four levels need to be completed before submitting to Facilities Services. **Detailed definitions for each level are provided on page two.**

LEVEL 1 AUTHORIZATION	Authorized Signature	On-Line Renewals *
LEVEL 1: Keys or codes that open a single area or exterior door. Staff, student, faculty, and part-time faculty renewals for Level 1.		<input type="checkbox"/>
Name: _____	Title: _____	Email: _____
Phone: _____		

LEVEL 2 AUTHORIZATION	Authorized Signature	On-Line Renewals *
LEVEL 2: Department Sub-Master - a key or code that opens more than one area. Staff, student, faculty, and part-time faculty key renewals for Level 2 or Level 1.		<input type="checkbox"/>
Name: _____	Title: _____	Email: _____
Phone: _____		

LEVEL 3 AUTHORIZATION	Authorized Signature	On-Line Renewals *
LEVEL 3: Department Master. Staff, faculty, and part-time faculty key renewals for Level 3, Level 2, or Level 1.		<input type="checkbox"/>
Name: _____	Title: _____	Email: _____
Phone: _____		

LEVEL 4 AUTHORIZATION	Authorized Signature	On-Line Renewals *
LEVEL 4: Building Master, Building Sub-Master, Floor Master. Staff, Faculty, and part-time faculty key renewals for all levels.		<input type="checkbox"/>
Name: _____	Title:** _____	Email: _____
Phone: _____		

****Signature of Vice President notes approval of this form and its contents.**

*Please check the on-line key renewal box if the department would like this person to access our Online Student Key Renewal Program. Please notify **keys@csusb.edu** to cancel or revise program participation.

Signature authorization will remain in effect until a new form is submitted by the college/department. Key holders cannot sign as their own authorizing signature.

PLEASE SEND COMPLETED FORMS TO FACILITIES SERVICES.
Please feel free to contact Facilities Services at 909.537.5167 for additional information.

Key Security Level	Approval Level
Level 1 - General Keys	Department ASC
Level 2 - Department Sub-Master	Department Chair
Level 3 - Department Master	College Dean
Level 4 - Building Master	Vice President

**Facilities Services Use Only:
DATE STAMP**

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Key/Code Issue Authorization at a given level can authorize the issuance or renewal of keys in the levels below. For instance, someone with Level 3 authorization can authorize Level 3, Level 2, and Level 1 requests made via the Key Authorization and Receipt card, but not Level 4.

As a reminder, key holders cannot sign as their own authorizing signature.

Key Security Level Definitions

Level 1 Authorization

A person with Level 1 authorization can authorize keys or codes that *only open a single area*. These keys are also called “change” keys because they operate only one cylinder or one group of keyed alike cylinders in a keying system (such as exterior door keys). Persons with Level 1 authorization can *not* authorize any off-system access requests. Additionally, individuals with Level 1 Authorization can only authorize Level 1 student and part-time faculty key renewals.

Level 2 Authorization

A person with Level 2 authorization can sign for keys or codes that are of a department sub-master level. This means that the key opens more than one area within a single department. Usually, department chairs or directors have this level of authorization. Additionally, individuals with Level 2 authorization can only sign for Level 2 and Level 1 student and part-time faculty key renewals.

Level 3 Authorization

A person with Level 3 authorization can authorize keys or codes that are of a department master level. This means that the key or code operates all or most master-keyed locks of a given department. Usually, chairs, directors, college deans and/or vice presidents have this level of authorization. Additionally, individuals with Level 3 authorization can only authorize Level 3, Level 2, and Level 1 student and part-time faculty key renewals.

Level 4 Authorization

A person with Level 4 authorization can authorize keys or codes that are of a building master level. This key may be a building master, a building sub-master, floor master, etc. This means that the key or code operates all or most master-keyed locks in a given building. Only vice presidents have this level of authorization. Additionally, individuals with Level 4 authorization can authorize all levels of student and part-time faculty key renewals.