

FACILITIES MANAGEMENT

Key/Code Issue Authorization Form

Department Name: _____ Date: _____

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

LEVEL 1 AUTHORIZATION (Division Vice President)		Authorized Signature		On-Line Renewals *
LEVEL 1: Building Master, Building Sub-Master, Floor Master. Staff, Faculty, and part-time faculty key renewals for all levels.				
Name:	Title: ** Vice President	Email:	Phone:	
LEVEL 2 AUTHORIZATION (College Dean/Division AVP)		Authorized Signature		On-Line Renewals *
LEVEL 2: Department Master. Staff, faculty, and part-time faculty key renewals for Level 2, Level 3, or Level 4.				
Name:	Title:	Email:	Phone:	
LEVEL 3 AUTHORIZATION (Department Chair/Director/Manager)		Authorized Signature		On-Line Renewals *
LEVEL 3: Department Sub-Master – a key or cod that opens more than one area. Staff, faculty and part-time faculty key renewals for Level 3 or 4.				
Name:	Title:	Email:	Phone:	
LEVEL 4 AUTHORIZATION (Department AAS/Designee)		Authorized Signature		On-Line Renewals *
LEVEL 4: Keys or codes that open a single area or exterior door. Staff, student, faculty, and part-time faculty renewals for Level 4.				
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 the 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 AND ORIGINALLY SIGNED FORMS TO FACILITIES MANAGEMENT.

Please feel free to contact Facilities Management at 909-537-5167 for additional information.

KEY/CODE ISSUE AUTHORIZATION FORM

Page Two

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 2 authorization can authorize Level 2, Level 3, and Level 4 requests made via the Key Request Card, but not Level 1.

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 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 1 authorization can authorize all levels of student and part-time faculty key renewals.

Level 2 Authorization

A person with Level 2 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 2 authorization can only authorize Level 2, Level 3, and Level 4 student and part-time faculty key renewals.

Level 3 Authorization

A person with Level 3 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 3 authorization can only sign for Level 3 and Level 4 student and part-time faculty key renewals.

Level 4 Authorization

A person with Level 4 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 4 authorization *cannot* authorize any off-system access requests.

Additionally, individuals with Level 4 Authorization can only authorize Level 4 student and part-time faculty key renewals.