

**Key/ Access Card Eligibility Criteria**

<b>Key Level</b>	<b>Eligibility</b>
<p>Great Grand Master Key/ Card</p> <p>Operates all locks.</p>	<p>Police Department employees as approved by Chief of Police.</p> <p>Fire Department employees as approved by Fire Chief.</p> <p>Facilities Management Superintendents on duty.</p> <p>Facilities Management maintenance staff on duty.</p> <p>Environmental Health &amp; Safety Director.</p> <p>Others as approved by Facilities Management and Facilities Management Key Control.</p>
<p>Grand Master Key/ Card</p> <p>Also called building master; operates all locks within one building.</p>	<p>Design and Construction Management, Project Managers on a temporary basis.</p> <p>Provisional Facilities Management staff and Custodial staff (daily sign out only).</p>
<p>Master Key/ Card</p> <p>Operates one group of locks within a building.</p>	<p>Department heads and designees for those areas under their jurisdiction.</p> <p>Facilities Management custodial staff on duty.</p>
<p>Change Key/ Card</p> <p>Operates one lock, or two or more locks keyed alike, within a building.</p>	<p>Employees and others affiliated with University sponsored programs as approved by department heads.</p>
<p>Building Entrance Key/ Card</p> <p>Also called a change key.</p>	<p>Employees and affiliates who must work other than normally scheduled hours.</p>
<p>Key/ Card for Students</p>	<p>Student managers if necessary for the performance of their duties.</p> <p>Graduate students who need access to study cubicles, laboratories, etc. (Undergraduates are not normally involved in programs that would make them eligible for keys.)</p>
<p>Building mechanical room/custodial room keys</p>	<p>Facilities Management superintendents, craft maintenance staff, Custodial staff on duty.</p>

	Others on a temporary basis as approved by Facilities Management Director.
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