



## MEMORANDUM

Date: May 11, 2006  
To: Department Chairs, Directors, and Administrative Assistants  
From: Anthony F. Cupido, Director of Physical Plant  
Re: Authorization for Key Cutting Requests

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In accordance with the McMaster University Key Control Policy, it is necessary for Physical Plant to retain records of signing authorities for all departments on campus who request keys. We wish to gather this information as soon as possible, and have attached a document entitled *Key Request Authorization Form* for your department to complete and return to expedite this process.

Though self-explanatory, we ask that each department choose one person to be the Key Clerk for their department. That person, along with the Department Chair or Director will be able to request room keys or sub-master keys for rooms and doors within their departmental purview. These two people will need to sign the attached completed form and return to Physical Plant. This Authorization Form will then be cross-referenced on future key requests.

The Departmental Key Clerk, as outlined in the Key Control Policy will keep records of who was given the requested keys, and will be responsible for ensuring their return when the keys are no longer required by an individual within the department. The section from the policy has been included below.

### 5.2 Departmental Chair/Director and Key Clerk:

- 5.2.1 To ensure that keys are returned to the Department upon resignation, retirement, transfer, or termination of any key holder. Records of keys and key holders are maintained in a secure and confidential manner.

Should you have any questions about the *Key Request Authorization Form*, please contact Physical Plant Key Clerk at ext. 24666 or [keys@ppims.mcmaster.ca](mailto:keys@ppims.mcmaster.ca). A full copy of the Key Control Policy can be found online at <http://ppims.services.mcmaster.ca/>.

# KEY CLERK AUTHORIZATION FORM

Please forward to Eleanor Schatz, Physical Plant Department, CSB 105. Please do not fax.

<b>Department</b>	
<b>Key Clerk Name</b>	
<b>Name of Department Chair or Director</b>	
<b>Campus Location</b>	Building _____ Room Number _____
<b>Key Clerk Phone Extension</b>	
<b>Key Clerk Email Address</b>	

<b>SIGNATURE OF KEY CLERK</b>

<b>SIGNATURE OF DEPARTMENT CHAIR OR DIRECTOR</b>

In accordance with the McMaster University Key Control Policy, the signature of the Departmental Key Clerk and/or Department Chair or Director is required for all key requests. Please refer to Appendix 1 attached for the list of signatures required to authorize keys for various building locks. The above signatures will be considered the only signing authorities for the processing of key requests received by Physical Plant.

## Keying Structure & Authorization Levels

<b>Key Level</b>	<b>Key Use</b>	<b>Eligible Key Holder</b>	<b>Authorization</b>
<i>GGGGM</i> Great Great Great Grand Master	Campus	None – Key Not Issued	N/A
<i>GGGM</i> Great Great Grand Master	Divisions	Security Services	1) Director of Security and Parking Services, and 2) Director of Physical Plant
<i>GGM</i> Great Grand Master	Building Complexes	Physical Plant Department	1) Director of Physical Plant
<i>M</i> Master	Building	1) Faculty Dean 2) Area Director 3) Administrative Assistants	1) Dean, and 2) Area Director
<i>SM</i> Sub Master	Department or Unit within Department	1) Department Chair 2) Administrative Assistants	1) Department Chair/Director
Change Key	Individual Doors or Sets of Doors Keyed Alike	1) Faculty 2) Staff 3) Students 4) Approved Visitors	1) Department Chair/Director or Department Key Clerk