

# TWU FMC Access Control Master or Grandmaster Key Request Form

Document Number: 1110.01-A  
FMC Division: Physical Plant

This document is submitted in accordance with TWU's [URP I.17.c](#) and is submitted with the intent to assign the requested key as follows:

<b>Building and Key Requested (Master or GM)</b>	<b>Requestor Phone Number (incl. Area Code)</b>
<b>Name of Person Key Requested For</b>	<b>Title of Person Key Requested For</b>
<b>TWU ID # of Key Requested For (Ex. 900123456)</b>	<b>Email for Person Key Requested For</b>

<b>KEY ASSIGNMENT JUSTIFICATION</b>
<b>* Unless FMC or DPS personnel, must list specific areas and rooms for which access is requested.</b>

<b>Requesting Key Holder (Signature)</b>	<b>Date Signed</b>
<b>Departmental Authorizer (Printed Name)</b>	<b>Departmental Authorizer Title</b>
<b>Departmental Authorizer (Signature)</b>	<b>Date Authorized</b>
<b>Processed by (FMC staff)</b>	<b>Date Processed</b>
<b>Signature - AVP, Facilities Mgmt, &amp; Construction</b>	<b>Date Authorized</b>
<b>Signature - VP, Finance &amp; Administration (Required for Grandmaster)</b>	<b>Date Authorized</b>