



## PURPOSE

This process lists the steps and protocols to be followed and requirements with which to request and obtain a sub-master, master or grandmaster key at Texas Woman's University (TWU) vehicles through Facilities Management & Construction's (FMC) Fleet Services.

## PROTOCOLS

TWU's [URP: 04.530 Key Control](#) pertaining to must be observed at all times.

Master key requests are approved or denied by the Chief Facilities Officer (CFO).

Grandmaster key requests must approved by both the CFO and VP, Finance & Administration.

## PROCESS

1. Using [Master/Grandmaster Key Request Form](#), fill in all pertinent information request in the top portion of the page. If name of key is not readily available or known, add all spaces key is intended to access.
2. Justification for key is required for all such requests and should include both authority and specific need to access spaces controlled by the key requested.
3. Signatures for form may be added digitally or manually. Once the requestor's departmental approver has signed, form should be sent to FMC for completion or denial at [fmc@twu.edu](mailto:fmc@twu.edu).

## REFERENCES

[URP: 04.530 Key Control](#)