

# Carleton University

## Facilities Management and Planning

### Key Control Designate Authorization Form

\_\_\_\_\_  
(M/D/Y)

**Note: One form per authorized designate, form will not be accepted if altered.**

To: Individuals having authority to approve the issuance of University Keys.

Facilities Management and Planning Lock Control Personnel will issue keys to pre-authorized individuals whom you assign as a designate. Master and sub-master keys are approved by Facilities Management and Planning Key Control Personnel and such keys are to be picked up by individuals assigned the keys (only) at Maintenance Control Center (MCC). The original signed key requisition form is to remain with Facilities Management and Planning Key Control Personnel for tracking. A copy may be sent back to the authorized designate for their records if requested. Individual room (change) keys are to be requested and distributed by the designate for proper key control recording.

If you desire to delegate the authority of key control to an individual of your staff, please provide the following information in order that Facilities Management and Planning Lock Control Personnel may issue the appropriate keys to these individuals as requested.

The President, Vice-President, Dean or Director will remain responsible for the control and recording process of keys through the designate for the various departments within their control and assure proper procedures are being followed as per Facilities Management and Planning Key Control requirements.

Designate's information:

\_\_\_\_\_  
Printed Name of Designate Title

\_\_\_\_\_  
Department(full name)

\_\_\_\_\_  
(Designate's Signature) EXT. \_\_\_\_\_

\_\_\_\_\_  
President / Vice-President / Dean of Faculty / Director of Department  
(Name Is To Be Printed)

\_\_\_\_\_  
President / Vice-President / Dean of Faculty / Director of Department  
(Name Is To Be Signed) EXT. \_\_\_\_\_

This form is kept on permanent file with Facilities Management and Planning Key Control Personnel for signature comparisons