

# FORT HAYS STATE UNIVERSITY

## KEY AUTHORIZATION: APPROVAL CYCLE GUIDELINES

The **Approval Cycle Guidelines** are relative to the type of key that is being requested:

1. **Grand Master Key:** Submitter; Department Chair/Director; Director of University Police; Vice President for Administration and Finance; **Locksmith**  
**This key is RESTRICTED to Administrative Personnel.**
2. **Zone Master Key:** Submitter; Department Chair/Director; Director of University Police; Vice President for Administration and Finance; **Locksmith**  
**This key is RESTRICTED to Administrative Personnel.**
3. **Building Master Key:** Submitter; Department Chair/Director; Building Supervisor if other than Department Chair or Director; Director of University Police; **Locksmith**  
**This key is RESTRICTED to Deans, Building Supervisors, and Custodial Supervisors.**
4. **Departmental Master Key:** Submitter; Department Chair/Director; **Locksmith**  
**Issuance is assigned by the Department Chairs or Vice Presidents (for areas within their own department).**
5. **Mechanical/Custodial Master Key:** Submitter; Department Chair/Director; **Locksmith**  
**This key is RESTRICTED by the Physical Plant Director, the Director of University Police, or the Custodial Supervisor to Custodial, Building Maintenance, and Ground Supervisory employees.**
6. **Room/Change Keys:** Submitter; Department Chair/Director; **Locksmith**  
**This key allows access to a room or set of rooms. If requesting a key for a room in a building other than submitter's work area, please include the Department Chair or Director from the work area you are requesting access to in the workflow.**
7. **Entrance Key:** Submitter; Department Chair/Director; Building Supervisor if other than Department Chair or Director; **Locksmith**  
**Allows access to entrance doors to specific building and is assigned by Department Chair, Director, or Building Supervisor.**
8. **Temporary Key:** Submitter; Department Chair/Director; Director of Maintenance and Construction; Director of Facilities Planning; Director of University Police; **Locksmith**  
**Used to allow construction contractors and maintenance personnel access to the area they are working in.**
9. **Replacement Key:** Submitter; Department Chair/Director; Director of University Police; Vice President for Administration and Finance; **Locksmith**  
**Replacement key for Lost or Stolen key requires UPD Case Number. An employee will be charged a \$20.00 fine for the Replacement key if they provide the case number. Without a case number the fine is \$100.00.**  
**Worn or broken keys should be taken to the University Police Department without submitting any forms. UPD will give the key to the locksmith. The locksmith will return the replacement key to UPD. UPD will contact the department to come pick up the key.**