

A. Grand Master	Vice President of Facilities Management
B. Building Master	Assistant Director of Facilities Management
C. Department Master	Dean or Department Head, and Assistant Director of Facilities Management
D. Department Sub Master	Department Head and Assistant Director of Facilities Management
E. Building Entrance	Department Head and Assistant Director of Facilities Management
F. Operating Level	

the department. It is the responsibility of the Key Control Officer to submit the key request form with the proper authorizing signatures. Final approval of the key request will be made by Facilities Management based on demonstrated need and coordinated with the Key Control Officer.

- 6.6 Other Policies and procedures related to key control at Saint Louis University can be found at the SLU Facilities Management website Keys/Locksmith heading at slu.edu/facilities.

7.0 POLICY VIOLATION

- 7.1 Alleged violations of this policy will be reported to the Vice President of Facilities Service. Proven violations will be pursued in accordance with the policies of the University Staff Handbook.

8.0 POLICY APPROVALS

- 8.1 Vice President, Facilities Services

Michael Lucido

Date