



Division of Administration and Finance
Plant Operations

Press Release

FOR IMMEDIATE RELEASE

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MASTER AND SUB-MASTER KEY REQUEST PROCESS

Houston, May 31, 2012 – In an effort to enhance security of University of Houston facilities, it is now required that all Master and Sub-Master key requests be approved by the EVC/EVP of Administration and Finance, through the Department of Public Safety. This new process was rolled out to and vetted through the Building Coordinators during the first quarterly sessions which were completed this month.

In order to facilitate this process, a [Sub-master/Building Master Key Request Form](#) has been developed, which can be found on the Plant Operations website.

This form should be typed by the requestor and signed by the Certifying Signature as well as the Dean or VP of the requesting department. The completed form should be emailed from the Certifying Signature's email account to the Key & Lock Shop. . The Lock & Key Shop will process the form and forward for final approval. The requestor will be notified of the key request status within 4-5 business days.

Detailed instructions can be found online in the [Key Request Authorization](#) guidelines document.

Furthermore, exterior door keys will no longer be issued for buildings with perimeter card access. As card access is added, locks will be changed to the exterior doors such that the old keys will not operate. Building coordinators and building owners will be notified if and when this affects their building.

For any questions or concerns regarding this new Master and Sub-Master key authorization process, please contact Adam Horn, Interim Project Manager for Facilities Management at 713.743.5919 or cahorn@central.uh.edu.

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