

Applies: Grand Master Key Users

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This guideline will provide information to the Facilities Management personnel signing out Grand Master Keys for the University of Houston Central Campus for emergency purposes.

### **PURPOSE**

There will be emergency events that take place on campus that will require immediate access to all areas. During emergency events there are FM on call Team Members that have approval to check out and will be responsible for Grand Master (GM) keys. These high security level keys will make the process of surveying and damage control more efficient.

### **DEFINITIONS**

- A. FM Severe Weather Ride out Team Members will be authorized to check out and sign for GM key ring after incident initial FM response center activation occurs. Only authorized FM ride out Team Members will be allowed to check out and sign for GM key ring..
- B. Grand Master Key Ring(s) - Rings that have been developed to be used during weather related emergencies but not limited to. Each ring has the exact same type and number of keys. They will be issued under a standing signed temporary key request by the Executive Director of Facilities Management or as designated on the official Plant Operations Ride-Out Team list.
- C. Emergency Key ring list is given to identify key to room location for quicker access.
- D. Lock Shop, General Services Building, Building No. 585, Room 168.

### **GUIDELINES**

1. All GM keys will be issued at the Lock Shop through team member Jesse Caltzontzint or designee covering in his absence.
2. They will receive (1) GM key ring and (1) Emergency key list. The team member assigned will be solely responsible for these items. **Both** items must be returned. **Your receipt will be this signed form. Only the designated team members may return GM keys unless previous arrangements have been made.**
3. GM keys are the property of the University of Houston. It is prohibited to loan or duplicate these keys. Failure to return can result in discipline or possible termination.
4. Requests for GM key rings during non-emergency events will be approved in writing through the Executive Director of Facilities Management.

Signature \_\_\_\_\_

Name: \_\_\_\_\_

Grand Master Ring Number \_\_\_\_\_