



Facilities and Services
Confidential when completed.

Designated Authority Form

Security, Access Management and Key Control

*This form is to be submitted to
 Manager, Security Systems and Services
 Campus Police Services,
 21 Sussex Av., Second Floor
 when there is a change of personnel.*

Building Name		Building Number		Faculty or Department	
Designated Authority	Title	Telephone Number	Fax Number	Email Address	
Name					
Signature					
Name					
Signature					
Name					
Signature					
Name					
Signature					
Name					
Signature					

Approved by:

Must be Vice President, Principal, Dean, Director or Department Chair

Signature	Contact Person for Key and Credential Pickup/Delivery	
Name and Title		
Date	Telephone Number	
	Fax Number	

NOTICE: Faculties and Departments are responsible for all costs related to lost keys or credentials. All key serial numbers must be recorded and signed for by the person assigned to use the key. Key control lists must be available for inspection by Campus Police if an investigation is required.