

ACCESS CONTROL LEVELS

The Access Control Procedure (ACP) is based on granting access to University Facilities by Authorized Persons for specific operational purposes. Access is granted by way of an Access Credential in the form of a key, access card, biometric data, or access code. Under this ACP, the authorization required for any given access request will depend on the lowest access level to accomplish the operational purpose. Each Access Level is associated with rules of issuance and approval levels as follows:

Access Level	Context	Type of Access	Authorized Users	Approval/Rules of Issuance
0	Great-Grandmaster (Campus)	All patented Grandmaster and Great Grandmaster keyways; PEAK masters; High-security masters; All control keys; ALL-ACCESS cards, Override keys ; SAM bypass keys, rings with multiple legacy grandmasters (GGM, GGMV, GGMT).	Possession of keys off-campus or by unauthorized personnel is prohibited. Controlled use only by Locksmith and University Police.	Generally Prohibited. Emergency Access only. APPROVAL: <i>CUPD + CFO + CBO + Divisional VP</i>
1	Grandmaster (Legacy or Zone)	Legacy grandmasters (GGM, GGMV, GGMT), Zone Masters on patented keyways, resident room master keys , and cards, high-security keys, ALL-BUILDING- PERIMETER cards, Service Rings or Emergency Access Rings with multiple Masters.	Possession of keys off-campus or by unauthorized personnel is prohibited. Preauthorized access via a SAM -controlled issue	SAM -controlled issue of Level 1 keys is permitted for Service Rings and Emergency Access only. APPROVAL: <i>CUPD + CFO + CBO + Divisional VP</i>
2	Master (Building)	Building Master keys and cards (including rings); building perimeter keys and cards, Utility Masters; life safety panels and masters; Key Bank access keys. Rings or Key Banks containing multiple Access Levels within a building.	Possession of keys off-campus is prohibited. Not eligible for permanent issue. Preauthorized access via a SAM -controlled issue only.	SAM -controlled issue of Level 2 keys is permitted for daily operations, Service Rings and Emergency Access . APPROVAL: <i>SUPERVISOR + DH + CUPD + AVP/DEAN</i>
3	Submaster (Department)	Departmental submaster, classroom submaster, mechanical room submaster.	Possession of keys off-campus is prohibited unless preapproved at time of issuance. Preauthorized access via a SAM -controlled issue or authorized Key Bank .	SAM -controlled or Key Bank issue of Level 3 keys is permitted for daily operations, Service Rings and Emergency Access . APPROVAL: <i>SUPERVISOR + DH</i>
4	Sub-Submaster (Area)	Office suite; Residence Hall room group; lab sub- submaster; classroom sub- submaster; construction core ; group of rooms keyed alike (more than 10 but less than 20 cores).	Long term issue permitted. Preauthorized access via a SAM -controlled issue or authorized Key Bank .	SAM Controlled, Key Bank , or permanent issue. APPROVAL: <i>SUPERVISOR + DH</i>
5	Operator (Room)	Individual room key or card, or group of rooms keyed alike (10 cores maximum); Padlocks keyed alike	Long term issue permitted. Preauthorized access via a SAM -controlled issue or authorized Key Bank .	SAM Controlled, Key Bank , or permanent issue. APPROVAL: <i>SUPERVISOR + DH</i>