Workflow # 1 Individual Key Request: 

**Employee Enters Request**

- Email for Key Pickup

**Supervisor**

- No → Email Denial
- Yes

**Access Mgr.**

- No → Work Order Auto-Generated in Maximo
- Yes

**Key Control**

- Completes Work Order in Maximo
- Confirm Key Pickup

**Update Key Database**

**Key Control Cuts Key**

**Requestor Visits Key Control for Key Pickup & Signature**
**Workflow # 2 Padlock Key Request:** HR Supervisor Approval

1. Employee Enters Request
2. Work Order Auto-Generated in Maximo
3. Update Key Database
4. Key Control Cuts Key
5. Key Control Completes Workorder in Maximo
6. Requestor Visits Keycontrol for Key Pickup & Signature
7. Key Control Confirmation of Key Pickup

**Workflow # 3 Department Key Request:** HR Supervisor + HR Department Manager

1. Employee Enters Request
2. Work Order Auto-Generated in Maximo
3. Update Key Database
4. Key Control Cuts Key
5. Key Control Completes Workorder in Maximo
6. Requestor Visits Keycontrol for Key Pickup & Signature
7. Key Control Confirmation of Key Pickup
Workflow # 4 Maintenance Key Request: HR Supervisor + Facilities AVP/ Executive Director

1. Employee Enters Request
2. Email Denial
   - No: Supervisor
   - Yes: List
3. List
   - Yes: Work Order Auto-Generated in Maximo
4. FMD AVP OR EXEC. DIRECTOR
5. Update Key Database
6. Key Control Cuts Key
7. Key Control Completes Workorder in Maximo
8. Requestor Visits Keycontrol for Key Pickup & Signature
9. Key Control Confirmation of Key Pickup
10. Email for Key Pickup
Workflow # 5 Telecommunications Key Request:
HR Supervisor + Vice President/CIO Division of IT Approval

Employee Enters Request

Supervisor

No

Email Denial

Yes

CIO DoIT

No

Email Denial

Yes

Work Order Auto-Generated in Maximo

Update Key Database

Key Control Cuts Key

Key Control Completes Workorder In Maximo

Requestor Visits Keycontrol for Key Pickup & Signature

Key Control Confirmation of Key Pickup

Email for Key Pickup
Workflow # 6 Building Entry Key Request: HR Supervisor + HR Department Manager

Employee Enters Request → Supervisor → Dept. Head → Yes → Work Order Auto-Generated in Maximo

Yes → Update Key Database → Key Control Cuts Key → Key Control Completes Workorder in Maximo

No → Email Denial → No

Email for Key Pickup → Requestor Visits Keycontrol for Key Pickup & Signature

Key Control Confirmation of Key Pickup
Workflow # 7 Building Master Key Request:
HR Supervisor + HR Department Manager + Provost or CFO or Athletics Director or Chief of Staff for President

Employee Enters Request →
Supervisor →
Dept. Head →
List →
Update Database →
Key Control Cuts Key →
Key Control Completes Workorder in Maximo →
Requestor Visits Keycontrol for Key Pickup & Signature

Email Denial →
No →
Email Denial →
No →
Email Denial →
No

FMD AVP OR EXEC. DIRECTOR

LEVEL 3: PROVOST OR CFO OR ATLETICS DIR. OR CHIEF OF STAFF OF PRESIDENT

Yes
No
No
No
Yes
Workflow # 8 Great Grand Master Key Request:
HR Supervisor + HR Department Manager + CFO

Employee Enters Request

Supervisor

Yes

Email Denial

List

Yes

Email Denial

CFO

Yes

Email Denial

LEVEL 2: FMD AVP OR EXEC. DIRECTOR

Update Key Database

Key Control Cuts Key

Key Control Completes Workorder in Maximo

Email for Key Pickup

Requestor Visits Keycontrol for Key Pickup & Signature

FMD AVP OR EXEC. DIRECTOR

Notice

Yes

Email Denial

Yes
Workflow # 9 New Employee Key Request: Supervisor + Access Manager

HR Liaison Enters Request on behalf of Employee → Supervisor

- No → Email Denial
- Yes → Access Mgr.

- No → Email Denial
- Yes → Work Order Auto-Generated in Maximo

New Employee visits Key Control for Key Pickup & Signature

Key Control Completes Workorder in Maximo → Key Control Cuts Key

Update Key Database

Confirmation of Pickup

Email for Key Pickup

New Employee confirmation of Key Pickup

Key Control Confirmation of Key Pickup
Workflow # 10 Contractor Key Request: Supervisor + Access Manager

Requestor must follow HR POI Process to obtain Panther ID

Requestor Enters Request

Supervisor

Yes

Supervisor Enters Expiration Date

Yes

Access Mgr.

Yes

WO Auto-Generated in Maximo

Update SITEMASTER

Key Control Cuts Key

Key Control Completes Workorder in Maximo

Email Denial

No

No

Email Denial

Requestor Visits Keycontrol for Key Pickup

Requestor Visits Keycontrol for Key Pickup & Signature

Email for Key Pickup

Key Control Confirmation of Key Pickup
Workflow # 11 Student Key Request: Sponsor + Supervisor + Access Manager

1. **Student enters request**
2. **Sponsor**
3. **Sponsor Enters Expiration Date**
4. **Sponsor’s Supervisor**
5. **Access Mgr.**
6. **Work Order Auto-Generated in Maximo**
7. **Update Key Database**
8. **Key Control Cuts Key**
9. **Key Control Confirmation of Key Pickup**
10. **Key Control Completes Workorder in Maximo**
11. **New Employee visits Key Control for Key Pickup & Signature**
12. **Email Denial**
13. **Email Denial**
14. **Yes**
15. **Key Pickup**