

Key Terms and Authorizations Required

Key	Description	Authorization Required	Additional Key Control
TUSD Grand Master Key	This key will open any door on any campus or site within the District regions, with the exception of controlled areas.	Superintendent or designee	Grand masters normally are assigned to a person and should not be locked in key cabinets.
TUSD Building Master Key	This key will open a series of doors in a specific school/site, except designated controlled areas.	Appropriate Assistant Superintendent or designee	Master keys must be kept in the supplied locked key cabinets and are not to be carried out of facility. Master keys removed from key cabinets will be signed out and in
TUSD Area Master Key	This key will open a series of doors in a specific area.	Site Administrator or designee	
TUSD Exterior Door or Faculty Access Key or Control Access Card	This key will open exterior corridor doors and faculty common areas such as lounge, workroom, restroom. The control access card will open front exterior door where card reader is located and will allow access to the building only.	Site Administrator or designee	
TUSD Individual Door/Area Key	This key will only open a specific classroom or area.	Site Administrator or designee	
TUSD Padlock Key	This key opens padlocks only.	Site Administrator or designee	
TUSD Alarm Box Key		Site Administrator or designee	
TUSD Fire Panel Key	Generally issued to Site Administrator, Custodian, Facilities and School Safety Officers.	Site Administrator or designee	
Miscellaneous Keys	Keys in this category are not issued or controlled by Key Control. For assistance with desk or file cabinet keys contact the District Locksmith directly. Custodial or Food Service keys are managed through those departments.		