

**APPENDIX I**

**DEPARTMENTAL DESIGNATED KEY AUTHORITY**

I \_\_\_\_\_ **Appoint and Authorize** \_\_\_\_\_ **As**  
[ **Building User** ]

**Designated Authority for** \_\_\_\_\_ **Building**

**Signed** \_\_\_\_\_ **Building User** **Date** \_\_\_\_\_

**Signed** \_\_\_\_\_ **Designated Key** **Date** \_\_\_\_\_  
\_\_\_\_\_ **Authority** \_\_\_\_\_

To be completed and returned to the Physical Plant Department whenever there is a change in designated authority.