

# MetaBIM Facilities Link Key Request

Aligning with University Key Policy to streamline the approval process.

# Aligning with Key Policy

## Policy D-18

### 7.2. Approval Structure

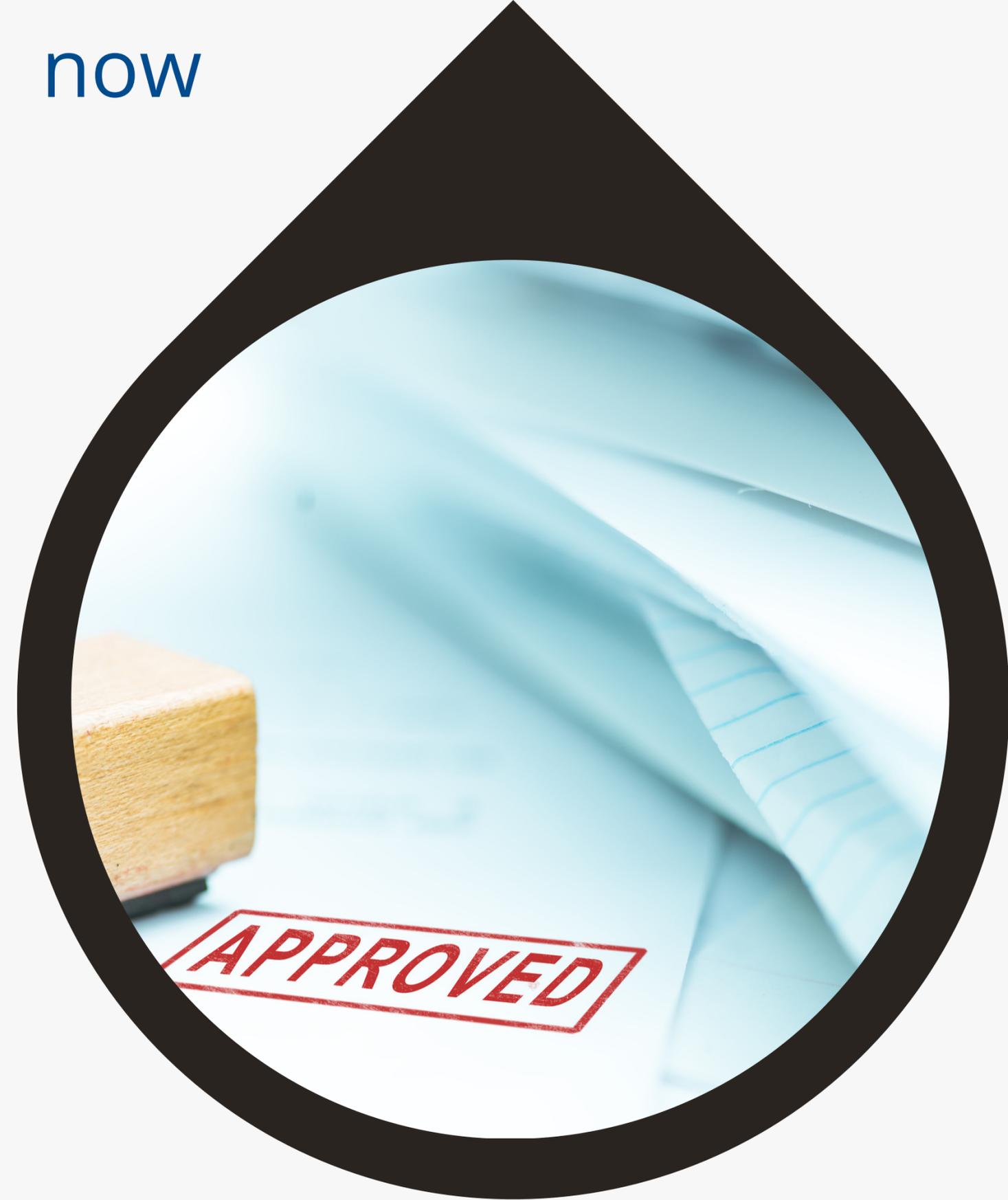
Each Manager or Department Chair is responsible for determining and approving access needs for individual staff, faculty, students, student employees, or volunteers.

Access to University facilities is determined by the employee's manager based on an evaluation of the employee's business purpose for access to a particular building, facility, or space. In addition to the employee's manager, requests for space may require multiple levels of approval, including the department that "owns" each particular space.

# The Facilities Link key request **now** aligns with University Key Policy

The key holder's **supervisor**, as defined in Peoplesoft, will approve the key just as before.

The **sponsoring department** can now review the request, which is the department who "owns" the space connected to the access request.



## Submit Key Request

 My Key Requests

 Ready for Pickup (1)

 My Keys Issued

 Approvals Pending (3)



**The *Approvals Pending* line is where requests are approved by the manager, chair, dean, or department head.**

# Approval List

You can review all of the requests, even the ones you have already **approved**, or select to see only those that are still **active**.

## Meredith Sandrik - Key Approvals

8 Active / 67 Closed / 75 Total

	Key Holder	Sign-Off	
Key request	Timothy Kubal Sociology	Meredith Sandrik 09/14/2022 - 07:42 am	
Key request	Edward Nelson Sociology	Meredith Sandrik 09/14/2022 - 07:42 am	
Key request	Brian Cozen Communication	Meredith Sandrik 09/14/2022 - 07:43 am	
[ DEPT ]	DEMO USER Facilities Management	Meredith Sandrik 12/06/2022 - 08:01 am	
[ DEPT ]	DEMO USER Facilities Management	[ Pending ]	Approve  Decline
[ DEPT ]	DEMO USER Facilities Management	[ Pending ]	Approve  Decline
EH&S, Risk Management	Sara Mekideche EH&S, Risk Management	Meredith Sandrik 01/10/2023 - 07:36 am	
[ DEPT ]	Meredith Sandrik Facilities Management	[ Pending ]	Approve  Decline

# Approving or Declining

One click can move the request to the next phase on your review homepage.

Facilities Management	12/06/2022 - 08:01 am	
DEMO USER Facilities Management	[ Pending ]	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Decline  
DEMO USER Facilities Management	[ Pending ]	<input type="checkbox"/> Approve <input type="checkbox"/> Decline  

# Want a closer **look** at the request?

You can easily click into the request from your review homepage to review location and other details.

KR #508 - 12/21/2022 - DEMO USER

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**DU** Key Requester

 fmcommunication@mail.fresnostate.edu

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 ---

ID: --- ●



**DU** Key Holder

 fmcommunication@mail.fresnostate.edu

 ---

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ID: --- ●

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Access Requests  
2.

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*Key - AC GATE- KEYCARD*

New Key Access --- Door Key	Entry Preference: Access Dates: Term on Exit:	Metal Key 12/21/2022 - [ Date Open ] End Access w/ Employment	Request Priority: Current Phase: Current Status:	--- Notify Customer  Hold Keys for Pickup
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*TEST TEST TEST*

Get Approvals

Lock Shop

Notify Customer

Issue Keys

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Description	Key Approver	Sign-Off
Access to department space in [ DEPT ]	Meredith Sandrik Facilities Management	[ Pending ]

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Smart Checks

**Co-Worker Test**

Key Approver is in the same department as the Key Holder

**Occupant Test**

Key Holder is not listed as an occupant of the accessed locations

**Manager Test**

Key Holder is not listed as a space manager of the accessed locations

**Department Test**

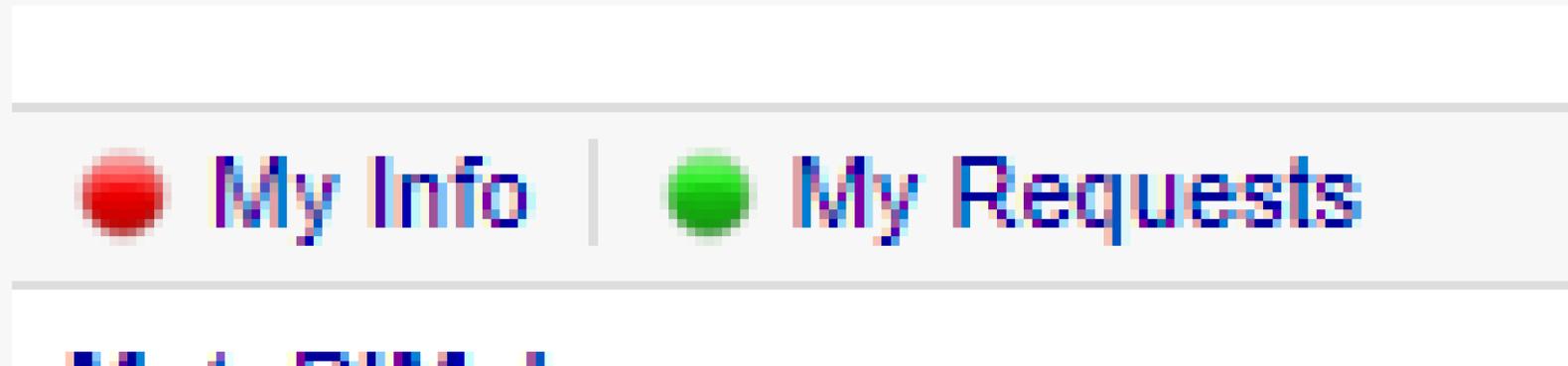
Key Holder's department does not have space in the accessed locations

# Approve from the **request** too.

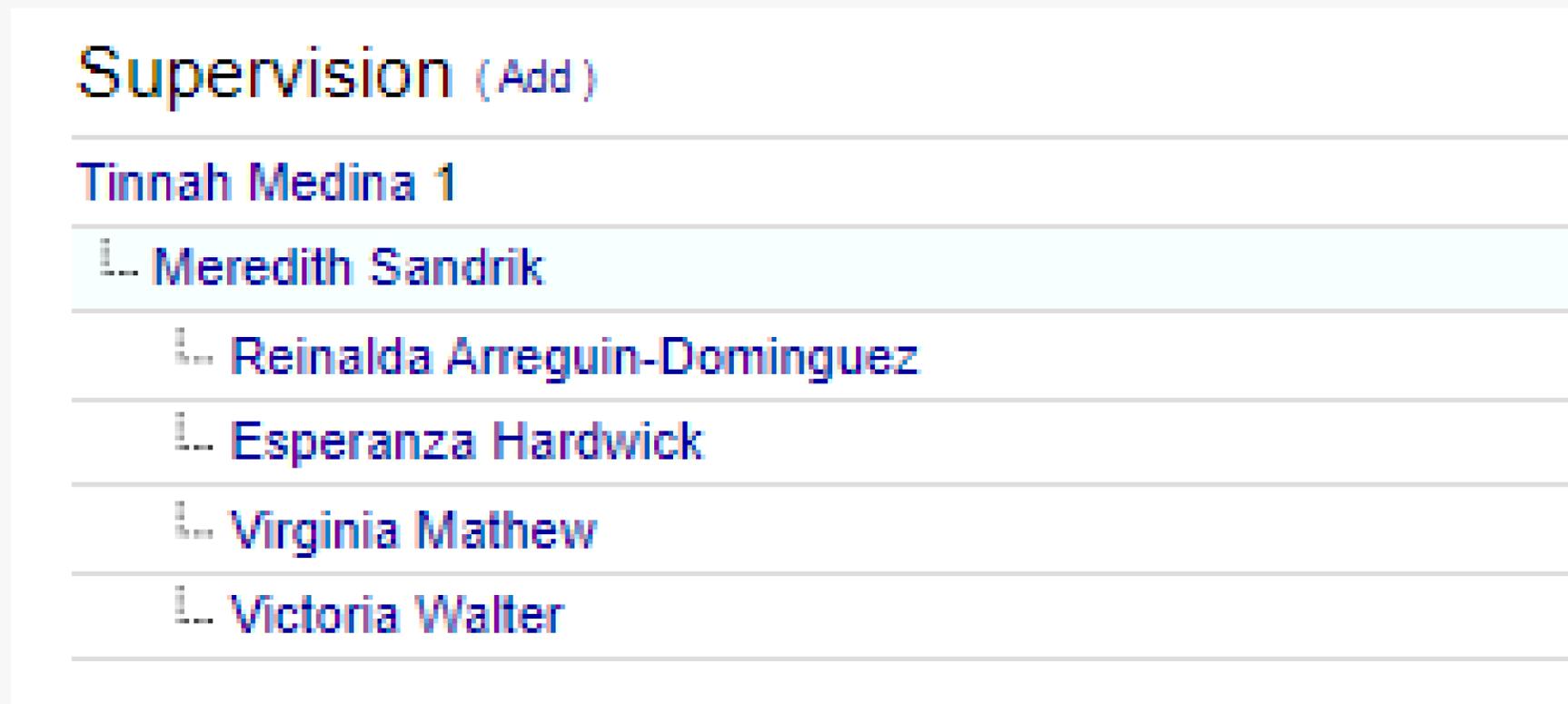
Request ID: 123456789	Current Status:	Hold Keys for Pickup
<hr/>		
Notify Customer	Issue Keys	Completed
<b>Key Approver</b>	<b>Sign-Off</b>	
Meredith Sandrik Facilities Management	[ Pending ]	
<b>Prerequisite Checks</b> <input type="checkbox"/> N/A - Not enough information		
<b>Manager Test</b> ----- Key Holder is not listed as a space manager of the accessed locations	<b>Department Test</b> ----- Key Holder's department does not have space in the accessed locations	<b>Location Test</b> ----- An assigned Approver has not been designated for access locations

# Reviewing Employee Access

For the first time ever, you can see what access your employees have.



Select *My Info*



Select an employee you supervise by clicking on their *name*.

# Reviewing Employee Access

You can see what key is checked out and the location it opens, the person's name and the date the key was issued, and the status.

Keys Issued (Add)	Copy / Card	Key Holder	Start Date	End Date	Close-Out	Issue Status
IS #000-011  KS #2439 - FM - Room 106 ( Door Key )	---	 [Redacted]	03/03/2022	---	---	Checked Out <a href="#">(Edit)</a>
IS #000-159  KS #2439 - FM - Room 106 ( Door Key )	---	 [Redacted]	11/28/2022	---	---	Checked Out <a href="#">(Edit)</a>
IS #000-160  KS #2439 - FM - Room 106 ( Door Key )	---	 [Redacted]	11/28/2022	---	---	Checked Out <a href="#">(Edit)</a>
IS #2439  KS #2439 - FM - Room 106 ( Door Key )	1	 [Redacted]	08/17/2021	---	---	Checked Out <a href="#">(Edit)</a>

Total: 4 Keys Issued

-  KS #2439 - FM - Room 106 ( Door Key )
-  KS #2439 - FM - Room 106 ( Door Key )
-  KS #2439 - FM - Room 106 ( Door Key )
-  KS #2439 - FM - Room 106 ( Door Key )

Key Holder	Start Date
 [Redacted]	03/03/2022
 [Redacted]	11/28/2022
 [Redacted]	11/28/2022
 [Redacted]	08/17/2021

- Issue Status**
- Checked Out
- Checked Out
- Checked Out
- Checked Out



# FACILITIES MANAGEMENT

California State University, Fresno

## Questions?

Reach out to Meredith Sandrik

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