



University
of Vermont

Safety and Compliance

Michael Schirling

Chief Safety & Compliance Officer

To: CatCard, Facilities, Custodial, & Information Technology Teams
Via: Alicia Estey, SVP Finance & Administration
Kellie Campbell, Chief Information Officer
Amanda Clayton, Executive Director of Facilities
From: Michael Schirling, Chief Safety & Compliance Officer
CC: DSC Division Leadership Team
Chief of Staff Jonathan D'Amore
Provost Linda Schadler
Re: Delegation of Signature Authority for Keys
Date: June 25, 2026

Effective July 1, 2026 pursuant to the [CatCard](#) and [Key & Electronic Access](#) policies I hereby delegate authority for approval of master and similar level key requests for **operational** (non-academic) divisions and units to:

1. The supervisor of the University Lock Shop.
2. The Director and Assistant Director of the Department of Safety Technology & Training.

Delegates shall ensure, pursuant to policy, that all applicants for such keys have supervisor approval; required background check; and have fulfilled any other requirements prescribed.

Please note that signature authority for academic units will remain unchanged.