**Interior Room Request Form**

*for Electronic Locks*

Revised 7/1/2006

(This form should be initiated by a Chair or Unit Head, and must be printed or typed.)

### Part I.

1. **Chair/Unit Head Name:** ____________________________________  
   **Phone:** _____________  **Email:** __________________________

2. **Access requested for (Name):** ______________________________  
   **Department/Unit:** ____________________________________  
   **Phone:** _____________  **Email:** __________________________

3. **Circle Action Requested:**  
   - New/Re-Activation  
   - Change  
   - Deactivation  
   - Audit Trail Request (Provide only Room Nbr in Part II.)  
   - Reprogram door locks (Provide only Room Nbr in Part II.)

4. **Reason for Action Requested:**

### Part II.

1. **Access Group:** (circle one)  
   - Faculty  
   - Staff  
   - Adjunct  
   - Student (Grad & Undergrad)  
   - Tutors

2. **List of Rooms or Name of Subgroups Requested:**

3. **Access Restrictions (if applicable):**  
   **Time Periods:** _____________________________  
   **Expiration Date:** __________________________

### Part III.  

**Authorization Names and Signatures**

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Signature</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Department Chair</td>
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<td>Dean</td>
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<td>Associate Provost</td>
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Please send this form to the Associate Provost (CC330) for approval, before sending it to Facilities.
Interior Room Request for Electronic Locks Process

Step 1: Complete Interior Room Request Form for Electronic Locks except for Adjunct Offices, which are arranged through a separate process. You must include a requested access expiration date.

Step 2: Send the completed Form with Dept./Unit and Dean's Signature to the Associate Provost in CC330 or Fax to 768-4070. Approved Forms will be faxed to Facilities, Ackley Beaumont, Assistant Director of Facilities.

Step 3: Assistant Director of Facilities programs access requests, and notifies the Dept/Unit Director that the programming is complete. The Dept/Unit Director sends the individual(s) to facilities to have their ID card updated. At facilities, they should go to the Facilities Control Center Desk and ask for Ackley Beaumont.