

SECURITY BADGE/KEY ACCESS REQUISITION – UNIVERSITY OF UTAH

- | |
|---|
| 1. Complete all information |
| 2. Send completed form to: re.admin@admin.utah.edu |

Last Name		First Name	
Emergency Contact & Phone			
Business Phone			
Department			
Supervisor			
UCard Badge# (2* number)			
UNID			

KEY REQUEST	
Room / Cubicle Number	
Is this a new or replacement key?	
Chart Field for Charges	
Estimated Cost	
Amount	
Supervisor Name (Print)	
Supervisor Signature	
FOR OFFICE USE ONLY	
Key Number	
Key Received By (Name and Date)	
Facility Manager Signature	

MANAGER OR HUMAN RESOURCE SIGNATURE	DATE
EMPLOYEE SIGNATURE	DATE
SECURITY/FRONT DESK COMPLETION SIGNATURE	DATE

Contact Building Security at 801-587-8725 should you lose your badge. Lost or replacement parking passes will incur a charge of \$15.00 to tenant.

Revised 11/27/2017

PARKING INFORMATION	
Parking Tag #	
License Plate #	
State for License Plate	
If WY, is this a Truck or Car?	

BUS HRS	24/7 HRS	ROOM DESCRIPTION	APPROVAL	APPROVAL INITIAL
<input type="checkbox"/>	<input type="checkbox"/>	Pediatrics	HR	
<input type="checkbox"/>	<input type="checkbox"/>	Clinical Trials Area	HR	
<input type="checkbox"/>	<input type="checkbox"/>	Health & Wellness Center	K. McLeod	
<input type="checkbox"/>	<input type="checkbox"/>	Epidemiology	B. Rood / T. Sweeney	
<input type="checkbox"/>	<input type="checkbox"/>	Level 4 Doors	L. Johnson	
<input type="checkbox"/>	<input type="checkbox"/>	Rm 236 Breakroom	HR	
<input type="checkbox"/>	<input type="checkbox"/>	Peds Data Room 2C580	A. DeMarco / L. Hibler	
<input type="checkbox"/>	<input type="checkbox"/>	Peds Network Area 2N917/ Peds Server Room 2C584	J. Genovesi / A. Demarco	
<input type="checkbox"/>	<input type="checkbox"/>	Admin Storage Room	A. Sacharny	
<input type="checkbox"/>	<input type="checkbox"/>	Cardio Storage Room	T. Sheffield	
<input type="checkbox"/>	<input type="checkbox"/>	Critical Storage	L. Hibler	
<input type="checkbox"/>	<input type="checkbox"/>	Emergency Storage	L. Beckstrom	
<input type="checkbox"/>	<input type="checkbox"/>	Clinical Trials Storage	J. Skidmore	
<input type="checkbox"/>	<input type="checkbox"/>	Neuro Storage	N. Vallieres	
<input type="checkbox"/>	<input type="checkbox"/>	Roof Access	J. Sim	
<input type="checkbox"/>	<input type="checkbox"/>	Facilities Office	J. Sim / C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Receiving / Loading Dock	C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Kitchen Office	C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Custodial	C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Security Console	C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Building Storage Room 156	J. Sim / C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Main Electrical Room 139	J. Sim	
<input type="checkbox"/>	<input type="checkbox"/>	Main Mechanical Room 145	J. Sim	
<input type="checkbox"/>	<input type="checkbox"/>	Telex/Demark Room 128	J. Sim / C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	Electrical Rooms	J. Sim / C. McGavin	
<input type="checkbox"/>	<input type="checkbox"/>	All Doors / All Times - Master	J. Sim / C. McGavin	