

Additional Building Access Request

Facilities Management

Additional Access is any access required that is not automatically granted at the time of enrolment or employment.

Note: Please refer to the 'Building Access Policy' in the UC Policy Library.

Please complete and print this form then obtain authorisation from the department sponsoring the request. Forward to: Card Coordinator, Room 109, Science Lecture Block (Fax 6646).

Personal Data

First Names:	Surname:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Staff/Student ID:

Additional Access Requested

Access or Group Required

For further information on access groups, please contact a College/Department Access Authoriser.

Begin Date:	Expected End Date:
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

Sponsor Department:	<input style="width: 100%;" type="text"/>		
Contact Staff Member:	<input style="width: 70%;" type="text"/>	Ext.	<input style="width: 10%;" type="text"/>

Authorisation

Approved by a College/Department Access Authoriser

Name:	<input style="width: 100%;" type="text"/>
Position:	<input style="width: 100%;" type="text"/>
Signature:	<input style="width: 100%; height: 30px;" type="text"/>
Date:	<input style="width: 100%;" type="text"/>