

Building Access Coordinator Authorization

<http://depts.washington.edu/hsaf/building/index.html>

HSASF Form 21 (10/06)

Security of individuals, research, equipment, and facilities at the University of Washington is a high priority. The Building Management Division of Health Sciences Academic Services & Facilities is charged with helping to ensure **building security of Health Sciences and William H. Foege**. A Health Sciences or Foege organizational unit provides HS Building Management with the names of staff/faculty who will be their Building Access Coordinators (BAC). The BAC is then authorized to order building keys, photo ID badges, and access cards. The number of BACs from an organizational unit depends on its size and location(s). Normally no more than three individuals are authorized from a unit, although exceptions may be considered.

To register Health Sciences/Foege Building Access Coordinators, please complete this form and **mail or fax it to: Building Management, Box 357175, (fax) 616-3116**. If you have any questions, please call.

Organizational Unit

Organizational Name _____ Box _____

_____ Phone _____ Email _____

Print Name of Dean, Chair, Division Head or Director

_____ Date _____

Signature of Dean, Chair Division Head or Director

Building Access Coordinators (BAC)

<i>Print Name</i>	<i>Signature</i>	<i>Phone</i>	<i>Email</i>
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Primary BAC:	_____	_____	_____
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Secondary BACs:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

Submit additional page if more than three BACs needed.