

Building Access Request Form



Requestor Information	
Name:	
Unit/Department:	Job Title:
Phone Number:	Email:
Date:	
Access Request	
Building(s):	Room Number(s):
Reason for Access Request:	
Employee name(s) in scope of request:	
For a one-time request , insert requested date:	
For an ongoing request :	
a) Indicate the duration and Frequency of Access (include specific dates and times):	
b) Indicate any additional information related to your request (including phone numbers / specific access location, etc.)	

Approvals – digital signature if possible
Applicable School Head/AVP name:
Additional School Head/AVP Comments (if any):
Administrative Manager/AVP Finance & Admin Name:
Additional Manager/AVP Finance & Admin Comments (if any):

Responsible School Head/Administrative manager reviews, approves and notifies requester.