

- **The Dean/Director, or Access Administrators must inform Campus Security IMMEDIATELY of any revisions or deletions to this access.**
- Annually, Campus Security will supply a complete list of access granted to Staff, Students, Independent and/or Service Contractors. The Dean/Director, or Access Administrators must review, approve and return this list within two weeks of receipt.

This request

<i>Date Requested</i>
<i>Start Date</i>
<i>End date</i>

Department

<i>School or Department</i>

<i>Access Administrator</i>
<i>Phone number</i>
<i>Email address</i>

Person

This section is blank because a spreadsheet with the information for several people is attached to the email with this request form.

<i>First name</i>
<i>Last name</i>
<i>SAIT ID</i>
<i>Type of Access</i>
<i>Team/Program (optional)</i>

Contractor

<i>Supervisor</i>	<i>Phone number</i>
<i>Company name</i>	

Card

<i>Access card number</i>
<i>Contractor ID required?</i>
<i>General Room Access</i>

Areas

<i>Building</i>	<i>Room</i>	<i>Days of access</i>