

- **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.
- Key must be returned to Campus Security/Locksmith when the requested access ends.

**This request**

<i>Date Requested</i>
<i>New or Change</i>

**Department**

<i>School or Department</i>
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<i>Access Administrator</i>
<i>Phone number</i>
<i>Email address</i>

**Person**

<i>Name</i>
<i>SAIT ID</i>
<i>Access Level</i>

Contractor	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;"><i>Supervisor</i></td> <td style="padding: 5px;"><i>Phone number</i></td> </tr> <tr> <td style="padding: 5px;"><i>Company name</i></td> <td></td> </tr> </table>	<i>Supervisor</i>	<i>Phone number</i>	<i>Company name</i>	
<i>Supervisor</i>	<i>Phone number</i>				
<i>Company name</i>					

**Comments**

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**Room number or Key number**

<i>Number</i>	<i>Number</i>	<i>Number</i>	<i>Number</i>