



OSC Employee - Meinel Building Keyless Access Request

LAST NAME:	FIRST:	CatCard#:
Access Start Date:	Access End Date:	
Provide a 4-digit PIN# for keyless entry (think of something unique you will remember):		
I am: <input type="checkbox"/> Faculty <input type="checkbox"/> Other Staff <input type="checkbox"/> TA/RA <input type="checkbox"/> DCC		

Keyless Access Policy:

The Meinel Building is equipped with a Keyless Access system contracted through AmerX Security who report all triggered alarms to University Police Department (UAPD). These locks require individuals to swipe their CatCard and enter a 4-digit PIN to unlock doors. Any employee which requires access to Meinel after hours is required to submit this form and abide by the following procedures to ensure privilege is not revoked:

1. Do not allow people into the building
2. Do not prop open doors
3. Be sure doors fully close upon entry/exit
4. Do not share or lend your CatCard/PIN#
5. Carry CatCard with you at all times as this will be used by UAPD to verify authority in conjunction with the UA and OSC directory; ensure this information is up to date
6. Report a stolen/lost CatCard immediately, the new number must be provided on a new form

By signing this form, I certify that I read and understood the procedures listed above. I also understand that keyless entry privilege will be revoked if I don't comply.

(Employee Signature)

(Date)

CERTIFICATION OF SUPERVISOR

By signing this form, I certify that the requester requires keyless access to perform job duties.

(Supervisor Full Name)

(Supervisor Signature)

(Date)

Turn in the completed and signed form to Meinel Rm. 641

Office/room keys are processed on the OSC Key Request Form which can be found at:

<http://www.optics.arizona.edu/about/staff/forms>