# Guidelines for completing the Facility Access Request Form

This new google form replaces all other access request forms. This tutorial will assist you in completing the form and providing the required information for the specific kind of access you need.

**ALLEGHENY COLLEGE**

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# Uses of the Facility Access Request Form

- Request New Employee Access (Card or Key)
- Replace a Damaged Key
- Request additional temporary Access for an Allegheny Employee, Faculty or Student (Card or Key)
- Request Access for a new Outside Service employee (Parkhurst, St Moritz, Ricoh)  (Card or Key)
- Request Access for a Contractor (Card and/or Key)
- Change in Access needs -  Employee Transfer (Card or Key)
- Student Room Transfer (Card and/or Key)
- Replace a Lost Card
- Termination of Employment – Remove Access (Card)

# Completing the Form

- The Department Chair or Director must initiate the process for acquiring access for their subordinates, contractors, students or guests by completing the form. This signifies their approval of the request.
- The first six questions on the form gather some basic information:

    Name & email of supervisor of person needing access

    Name, ID#,  and phone of person needing access

    Date the form is completed.

- This is the same for all the various uses of the form

# Next Steps

- The next set of questions will require certain information related to the specific type of request for access needed.

- We will outline the responses for each type of request in the following slides.

- Each slide will begin with the drop down question labeled Check Appropriate. This follows the initial set questions referenced in the last slide.

# Request New Employee Access

Form Completed by: Dept. Chair/Director

- Check Appropriate: Choose Faculty, Staff or Part-Time
- Reason for Access Request: New Employee
- Required Access: Building(s) where you will be working
- Interior Room #: Rooms where you need access (office, classroom, lab, etc.)
- Exterior Access Required: Yes or No
- Exterior Door #: If specific please note
- Dates/Times required: Working hours for card access
- Notes/Comments: Any additional information

# Replace a Damaged Key
Form Completed by: Dept. Chair/Director, Res Life-for student, Public Safety-after hours

- Check Appropriate:  choose from the list
- Reason for Access Request:  Replace Damaged Key
- Required Access:  Check the Building for which you need key replacement
- Interior Room #: If your damaged key was to an interior room, list your room #, if not N/A
- Exterior Access Required: If your damaged key was an exterior key check yes, if not check no
- Exterior Door #:  If applicable to your damaged key
- Dates/Times required:  leave blank
- Notes/Comments:  Any additional information

# Request additional temporary Access: Employee, Faculty or Student

## Form Completed by: Dept. Chair/Director of the employee, faculty or student needing temporary room or lab access

- Check Appropriate:  Choose Faculty, Staff, or Student
- Reason for Access Request:  Additional Access needed or Renewal if original request has ended
- Required Access:  Building(s) where you will be working/learning
- Interior Room #:  Room numbers where you need temporary access (office, classroom, lab, etc.) or N/A
- Exterior Access Required:   Yes or No
- Exterior Door #: If specific please note here
- Dates/Times required:  Specific dates/hours for temporary card access
- Notes/Comments:  Any additional information

# Request Access for a new Outside Service Employee
Form Completed by: Supervisor from Parkhurst, St Moritz or Ricoh

- Check Appropriate:  Third Party/Contractor
- Reason for Access Request:  New Employee
- Required Access:  Building(s) where you will be working
- Interior Room #:  Room numbers where you need access, St Moritz – "all" if cleaning the entire building
- Exterior Access Required: Yes or No
- Exterior Door #: If specific please note here
- Dates/Times required:  As applicable
- Notes/Comments:  Food Service, Housekeeping or Post and Print

# Request Temporary Access for a Contractor
## Form Completed by: Director responsible for contractor

- Check Appropriate:  Contractor
- Reason for Access Request:  Other or Renewal request if original request has ended
- Required Access:  Building(s) where you will be working
- Interior Room #:  Room(s) where you need access or N/A
- Exterior Access Required: Yes or No
- Exterior Door #: If specific please note
- Dates/Times required:  Dates and Working hours for card access
- Notes/Comments:  Contractor Company Name, Foreman Name and Job

# Change in Access needs – Employee Transfer

Form Completed by: Dept. Chair/Director to where the employee is being transferred

- Check Appropriate:  Faculty, Staff or Part-Time
- Reason for Access Request:  Transfer
- Required Access:  New building(s) where you will be working
- Interior Room #:  Rooms where you will need access (office, classroom, lab, etc.)
- Exterior Access Required: Yes or No
- Exterior Door #: If specific please note
- Dates/Times required:  Working hours for card access
- Notes/Comments:  Any additional information

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# Student Room Transfer
## Form Completed by: Residence Life

- Check Appropriate:  Student
- Reason for Access Request:  Transfer
- Required Access:  New Building assignment
- Interior Room #:  New Room assignment
- Exterior Access Required: Yes
- Exterior Door #: If specific please note
- Dates/Times required: Based on semester
- Notes/Comments:  Please note the resident hall and room number the student is vacating.

# Replace a Lost Card
Form Completed by: Dept. Chair/Director for employee, Residence Life for student, Public Safety after hours

- Check Appropriate:  Choose from the list
- Reason for Access Request:  Replace lost card
- Required Access:  Building Name
- Interior Room #:  If a student has a lost card for their room suite, list the room number.  If employee with interior room card access, list the room #(s), otherwise N/A
- Exterior Access Required: Yes
- Exterior Door #: If specific please note
- Dates/Times required: If a student, based on semester
- Notes/Comments:  You will need to obtain the replacement ID card in Schultz Hall.

# Termination of Employment – Remove Access
## Form Completed by: Human Resources or Public Safety

- Check Appropriate:  Other
- Reason for Access Request:  Separation of Employment
- Required Access:  Access needs to be removed from this building
- Interior Room #:  N/A
- Exterior Access Required: No
- Exterior Door #: Leave empty
- Dates/Times required:  List Termination Date -Remove Access
- Notes/Comments:  Please note Retirement, Termination or Resignation

# Questions or Concerns

- Please send your questions or concerns to [access@allegheny.edu](mailto:access@allegheny.edu)