Location Access Request Form

for Room Keys and Building Access via YC ID Card or Mobile ID

Yavapai COLLEGE
FACILITIES MANAGEMENT

Please call Facilities Management 928-776-2180 with any questions. Thank you.

Request for (Name): _____   Department: _____

Employment Type: Staff _____   Faculty _____   Adjunct _____   Date of Request: _____

Phone Number: _____   Email: _____

* Does the employee already have a physical YC ID Card or Mobile ID _____

* If not, has the employee been instructed to upload a photo through their YC Portal? _____

* What Building Access is needed on ID Card/Mobile ID: _____

■ Key Request for Location(s):   *Do Not Use Key Number*

　　　　　Building #: _____ Room #: _____

　　　　　Building #: _____ Room #: _____

　　　　　Building #: _____ Room #: _____

　　　　　Building #: _____ Room #: _____

　　　　　Building #: _____ Room #: _____

■ Cabinet/Desk/Drawer _____ *List Key Core number(s)*

■ Other Key(s) Types   _____

Approval required by Dean, FAS Director, Assoc VP or Executive Leadership Team member

_____   _____
Approver Name   Approver Signature

Facilities Approval _____

Please notify employees of policy 6.03, replacement fee for lost keys is $50 per key and $25 per keycard

Return completed form to facilities@yc.edu