

Location Access Request Form_Sept 2025



for Keys and Building Access

Questions? Call Facilities 928-776-2180

Request for (Name):

Department:

Employment Type:

Y Number:

Y#:

Date:

Building access requires the person named above to upload a photo through their YC portal

Is a physical YC ID Card needed?

Building Access Requested:

- Key Request for Location(s):

Building #:	Room #:
Building #:	Room #:
Building #:	Room #:
Building #:	Room #:
Building #:	Room #:

- Cabinet/Desk/Drawer:
- Other Key(s) Types

Approval required by Dean, Division Director, Assoc VP or ELT member

Approver Name

Approver Signature

Facilities Approval

Return completed form to facilities@yc.edu