Location Access Request Form

for Room Keys and Building Access via Keycard or Mobile ID

Yavapai COLLEGE
FACILITIES MANAGEMENT

Request for (Name): _____ Department: _____

Employment Status: Full-time ____ Part-time ____ Adjunct ____ Date of Request: _____

Office phone: _____ Alternate phone: _____ Email: _____

- Building Access Request for keycard or mobile ID: _____
- Key Request for Location(s): *Do Not Use Key Number*

  Building #: _____ Room #: _____

  Building #: _____ Room #: _____

  Building #: _____ Room #: _____

  Building #: _____ Room #: _____
- Cabinet/Desk/Drawer _____ *List Key Core number(s)*
- Other Key(s) Types _____

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

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

_____ _____

Approver Name Approver Signature

Facilities Director, David Laurence _____

Return completed form to facilities@yc.edu, please do not send through interoffice mail.

To view Location Access Request Procedures and Lost Key Procedures please visit https://www.yc.edu/v6/facilities/

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