# [Department or Agency Name] E202.5 ICT Functions Located in Maintenance or Monitoring Spaces Exception

# Request and Authorization Form (SAMPLE)

## Requestor Information

Name:

Phone Number:

Email Address:

Phone Number:

Agency/component:

Acquisition Reference Number:

## ICT Information and Exception Rationale

Brief description of the system or item that meets the criteria below:

To be considered for an ICT Functions Located in Maintenance or Monitoring Spaces Exception under [E202.5](https://www.access-board.gov/ict/#E202.5) the following questions must be answered and supporting documentation attached:

**Note: This exception is typically granted to physical hardware and is not typically granted for software accessed remotely or software on servers used on a regular basis.**

1. Is this hardware that will be located in spaces frequented only by service personnel for maintenance or occasional monitoring purposes (i.e., server room, wiring closet, etc.)?

[ ] Yes

[ ] No

Explain:

1. Is this software that will be accessed only in spaces frequented by service personnel for maintenance or occasional monitoring purposes (i.e., server room, wiring closet, etc.)?

[ ] Yes

[ ] No

Explain:

## Certification and Signature

By signing this form I affirm that the information provided above is accurate and that the system or item described will be used for the purposes identified.

Requestor Signature:

Date:

## To be completed by the Agency Section 508 Program Office

After reviewing this request, it has been determined the system above [ ] meets [ ] does not meet the criteria for a ICT Functions Located in Maintenance or Monitoring Spaces Exception per Section 508 of the Rehabilitation Act of 1973, as amended.

The determination includes the following conditions, limitations, or scope of applicability, as appropriate:

Authorizing Official Name:

Authorizing Official Title:

Authorizing Official Signature:

Date:

Exception ID Number (to be assigned by AO):