

UW Bothell / Cascadia CC - KEY REQUEST/Temporary Access Card FORM

Facility Services Key Control Department - (425) 352-5466

Requester Information

☐

Faculty

☐

Staff

☐

Student

*Student's supervising faculty/staff are responsible for collecting & returning keys to Physical Plant at end of assignment

Period of Assignment (Please specify **both** beginning & end date)

Name : (Print)

Date Requested:

Department / Program / Office:

Phone#:

Key Information

(Shaded areas for Plant use only)

Building(s):

(check)

UW1		UW2		UW3		HH		HV		UWBB		Truly		Prox	
CCC		LB1		LB2		LBA		FS		S. GARAGE				SPECIAL	

Room#	Key#	Sec. Lvl.	Issue Dt.	Init.	Ret. Dt.	Init.	Room#	Key#	Sec. Lvl.	Issue Dt.	Init.	Ret. Dt.	Init.

I have read and fully understand all applicable UWB / CCC key policies and procedures, and agree to use the keys that are issued to me by Physical Plant in an authorized manner only and in compliance with the policies.

Requester' Name

Access Controller's Name

Issuer's Name

Print

Print

Print

Signature & Date

Signature & Date

Signature

* White - UWB Requests

* Purple - LIBRARY Requests

* Blue - CCC Requests

Public Safety, Box 358570