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| 申请人（签名/日期）  Applicant (Signature&Date) | | | |  | | | | 所属部门  Department |  | | | 职位  Position | |  | | | |
| 请在下面勾选所需开通或关闭的门禁权限(Please tick the required access control permission below) | | | | | | | | | | | | | | | | | |
| 门禁编号  Access Control No. | | 房间号  Room No. | | | | 责任人  Person in charge | 签名/日期  Signature&Date | | 门禁编号  Access Control No. | | 房间号  Room No. | | 责任人  Person in charge | | | 签名/日期  Signature&Date | |
| 重点区域必须经过该区域负责人签字确认 | | | | | | | | | | | | | | | | | | |
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|  | |  | | | |  |  | | 关闭所有权限（Close all permissions） | | | | * 请勾选以确认关闭所有权限   (Please check to confirm to close all permissions) | | | | |
|  | |  | | | |  |  | |
| 非重点区域部门负责人审核即开通 | 门禁编号  Access Control No. | | 房间号  Room No. | | 门禁编号  Access Control No. | | | 房间号  Room No. | 所有员工开放，已默认打勾 | 门禁编号  Access Control No. | | 房间号  Room No. | | | 门禁编号  Access Control No. | | 房间号  Room No. |
| 1-4 Y□ N□ | | 1116 | | 21-2 Y□ N□ | | | 1413南侧 | 3-1 Y☑ N□ | | 大门西侧 | | | 8-2 Y☑ N□ | | 1211 |
| 2-4 Y□ N□ | | 大门东侧 | | 21-3 Y□ N□ | | | 1407 | 3-2 Y☑ N□ | | 1112(更鞋室) | | | 9-3 Y☑ N□ | | 1212 |
| 9-4 Y□ N□ | | 1214 | | 22-3 Y□ N□ | | | 1406 | 3-3 Y☑ N□ | | 1F南走廊西侧楼梯口 | | |  | |  |
| 10-1 Y□ N□ | | 1213 | | 23-3 Y□ N□ | | | 1401 | 5-1 Y☑ N□ | | 1F北走廊西侧楼梯口 | | |  | |  |
| 15-2 Y□ N□ | | 1308 | | 24-1 Y□ N□ | | | 1148 | 8-3 Y☑ N□ | | 2F南走廊西侧楼梯口 | | |  | |  |
| 15-3 Y□ N□ | | 1307 | | 24-2 Y□ N□ | | | 1144 | 10-2 Y☑ N□ | | 2F北走廊西侧楼梯口 | | |  | |  |
| 19-2 Y□ N□ | | 1445 | | 26-2 Y□ N□ | | | 1343B | 16-1 Y☑ N□ | | 3F北走廊西侧楼梯口 | | |  | |  |
| 19-3 Y□ N□ | | 1445C | |  | | |  | 23-1 Y☑ N□ | | 4F南走廊西侧楼梯口 | | |  | |  |
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| 部门负责人（签名/日期）  Department Head (Signature&Date) | | | | | |  | | | | | | | | | | | |
| 机构负责人（签名/日期）  Facilities Manager (Signature/Date) | | | | | |  | | | | | | | | | | | |
| 经办人（签名/日期）  Transactor (Signature/Date) | | | | | |  | | | | | | | | | | | |

注Note：Y□表示开通权限，N□表示关闭权限。(Y□means open permission, N□means close permission.)