



Building Access Coordinator Authorization

Security of individuals, research, equipment, and facilities at the University of Washington is a high priority. Health Sciences Building Management is charged with helping to ensure the building security of **Health Sciences, ARCF, the Foegen Building and South Campus Center**. Organizational units in these buildings provide HS Building Management with the names of staff/faculty who will be their Building Access Coordinators (BAC). The BAC is then authorized to order building keys, photo ID badges and card access. Typically units designate three BACs, but more may be registered in order to meet business needs.

To register Building Access Coordinators, please complete this form, then **mail or email it to: Building Management, Box 357175, hsbuid@uw.edu**.

Organizational Unit

Organization Name _____ Box _____

Print Name of Dean, Chair, Division Head or Director

Phone _____ Email _____

Signature of Dean, Chair, Division Head or Director

Date _____

Building Access Coordinators (BAC)

<i>Print Name</i>	<i>Phone</i>	<i>Email</i>
Primary BAC:		
_____	_____	_____
Secondary BACs:		
_____	_____	_____
_____	_____	_____

Submit additional page if more than three BACs needed.
HSASF Form 21 (05/2019)