

Health Sciences Building Access Coordinator Authorization

As the Building Coordinator, Health Sciences Building Management helps ensure the security of **Magnuson Health Sciences, ARCF, the Foegen Building, the Health Sciences Education Building, and South Campus Center**. Organizational units in these buildings provide HS Building Management with the names of faculty or staff who will be their Building Access Coordinators (BAC). The BAC is then authorized to order building keys, photo ID badges, and badge 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 email it as a PDF to HS Building Management at **hsbuild@uw.edu**.

Once HS Building Management receives this form, it will supersede all previous forms for your unit, so please be sure to list all current BACs.

Organizational Unit

Organization Name _____ Box _____

_____ Phone _____ Email _____
 Print Name of Dean, Chair, Division Head or Director

_____ Date _____
 Signature of Dean, Chair Division Head or Director

Building Access Coordinators (BAC)

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

Submit additional page if more BACs needed

April 2022 version