

**COMMONWEALTH UNIVERSITY
KEY REQUEST/CARD ACCESS REQUEST**

Request Date:	Campus:	
Requestor Information		
Requestor Name:	Employee ID:	
Department:	Email:	Phone:
Campus Address:	SAP Cost Funds Ctr #:	
<input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Graduate Student <input type="checkbox"/> Permanent Employee <input type="checkbox"/> Temporary Employee		

Request #1	
Building Name:	Room # and/or description:
Purpose of Request:	

Select all that apply:

<input type="checkbox"/>	Key Request	Key # _____	
<input type="checkbox"/>	Core Change Request	Core # for change: _____	
<input type="checkbox"/>	Card Access Request (categories):	<input type="checkbox"/> 24/7 <input type="checkbox"/> Early Access <input type="checkbox"/> Late Access	
<input type="checkbox"/>	Saturdays from:	<input type="text"/>	To: <input type="text"/>
<input type="checkbox"/>	Sundays from:	<input type="text"/>	To: <input type="text"/>
<input type="checkbox"/>	Access on non-academic days		
<input type="checkbox"/>	Expiration date for request:	_____	

Key Control Officer Comments

Request #2	
Building Name:	Room # and/or description:
Purpose of Request:	

Select all that apply:

<input type="checkbox"/>	Key Request	Key # _____	
<input type="checkbox"/>	Core Change Request	Core # for change: _____	
<input type="checkbox"/>	Card Access Request (categories):	<input type="checkbox"/> 24/7 <input type="checkbox"/> Early Access <input type="checkbox"/> Late Access	
<input type="checkbox"/>	Saturdays from:	<input type="text"/>	To: <input type="text"/>
<input type="checkbox"/>	Sundays from:	<input type="text"/>	To: <input type="text"/>
<input type="checkbox"/>	Access on non-academic days		
<input type="checkbox"/>	Expiration date for request:	_____	

Key Control Officer Comments

Required Signatures		
Dean/Director/VP Name:	Sign: _____	Date: _____
Key Control Officer Recommendation:	MWO#: _____	Date: _____
Chief Facilities and Safety Officer: Stacy Wagner	Sign: _____	Date: _____
Email completed form to: <u>Bloomsburg Campus</u> : Chris Cavallini, ccavalli@commonwealthu.edu <u>Lock Haven Campus</u> : Craig Rhoads, crhoads@commonwealthu.edu <u>Mansfield Campus</u> : Brad Lawton, klawton@commonwealthu.edu		

Key Pickup	
Verify key #:	Date: _____
Signature: _____	

Key/Access Card Request Procedure

To request a new photo ID card, contact the card center on the appropriate campus:

BU: 203 Warren Student Services Ctr.

LHU: Parsons Union Building Bookstore

MU: Mountie Den Bookstore

1. Electronically complete requestor information and details of the request.

<u>Access Card Category:</u>	<u>What it does:</u>
24/7	Allows access 24 hours a day, every day*
Early Access	Allows access from 4 a.m. until the door auto unlocks - weekdays only*
Late Access	Allows access from when the door auto locks until 10 p.m. - weekdays only*
Saturdays	Allows access on Saturdays - indicate time frame needed*
Sundays	Allows access on Sundays - indicate time frame needed*

*Access is granted during normal working days only during the academic year unless the "Access on non-academic days" box is checked.

Access on non-academic days: Access when University is on break or not in session

2. Email form to Dean/Director/VP for electronic signature.

3. Email completed form to key control officer:

Bloomsburg Campus : Chris Cavallini, ccavalli@commonwealthu.edu

Lock Haven Campus : Craig Rhoads, crhoads@commonwealthu.edu

Mansfield Campus : Brad Lawton, klawton@commonwealthu.edu

4. Key control officer reviews request, makes recommendation, submits to Chief Facilities and Safety Officer, Stacy Wagner, swagner@commonwealthu.edu

5. Notification will be sent to the requestor when the key(s) are ready for pickup or core/access card changes are complete.

6. Key(s) must be picked up by the requestor with ten (10) days after notification. Photo ID is required to receive the key(s).

Two keys/card access/core changes for the same requestor may be processed on one form.

Keys will be issued ONLY to the requestor and must remain in the possession of the requestor except as noted in the Key Policy or until they are returned to the Key Control Officer.

Once card access is authorized, the card must remain in possession of the requestor.