

Door Access Request

One Card - Box 6992 - Phone 831-6185 - Fax 831-6363

Submitted by _____ Date _____

Contact Phone No. _____

Department/Outside Company* _____

Door Access requested for:

Name _____ RUID No. _____

Building/Area _____

Start Date _____

End Date _____

Access

Door Lock Override

Requestor Signature: _____ **Title:** _____ **Date:** _____

Approval Authority or Designee Signature: _____ **Date:** _____
Residential Life Approval (for residential buildings)

Approval Authority Signature or Designee Signature: _____ **Date:** _____
Academic Building/s Approval

Director of University Services or Designee Signature: _____ **Date:** _____
Non-Residential Building/s Approval

Access to Radford University buildings may be granted by the President, Provost/Vice President, Assistant/Associate Provost/Vice President, Deans or Directors.

Building Access privileges will be applied to RUID cards. Any individual with access is responsible for the safe keeping of their access card. A lost or stolen card must be reported immediately to the RU Express Office or the RU Police Department.

Individuals with “Unlock” authority should never leave a building unsecured. Please attach a justification to this form when requesting Door Access for anyone who is not a Radford University employee