

BUILDING ACCESS CONTINUATION REQUEST FOR CONSTRUCTION

TEMPORARY USF-ID CARD BUILDING ACCESS FOR CONTRACTORS AND CONSULTANTS.

EMAIL COMPLETED FORM TO FM-OPERATIONS TECHNOLOGY: hpagan@usf.edu
FM-OPERATIONS TECHNOLOGY WILL NOTIFY THE CONTRACTOR DIRECTLY WHEN THE BUILDING ACCESS IS GRANTED.

1 USF BUILDING OR LOCATION TO BE ACCESSED:

PROJECT: _____

FOR USE: CONSTRUCTION ACCESS (RENOVATION OF OCCUPIED BUILDING) DATE: _____

SELECT POST OCCUPANCY (PUNCHLIST COMPLETION / WARRANTY PHASE)

BUILDING: _____ ROOM (S): _____

DURATION: THIS SUBMISSION IS FOR CHANGE IN DATE/TIME

THIS SUBMISSION IS FOR ADDING A BUILDING

DESIRED ISSUE DATE/TIME: _____ ANTICIPATED RETURN DATE/TIME: _____

2 IDENTIFICATION / ENDORSEMENT / NOTIFICATION

A. REQUESTOR INFORMATION: (USF-PM)

DATE: _____ DEPARTMENT: _____

NAME: _____ PHONE: _____

USF ID: _____ EMAIL: _____

USF-PM ATTEST THE CONTRACTOR IS UNDER CONTRACT WITH USF AND REQUIRES TEMPORARY CONSTRUCTION ACCESS TO USF FACILITY DESCRIBED ABOVE.

SIGNATURE /DATE

B. SPONSOR INFORMATION: (REQUIRED FOR OCCUPIED BUILDING OR POST-OCCUPANCY ACCESS)

DATE: _____ DEPARTMENT: _____

NAME: _____ PHONE: _____

USF ID: _____ EMAIL: _____

C. BUILDING MANAGER: SPONSOR IS BUILDING MANAGER: YES (IF YES, LEAVE THIS SECTION BLANK)

DATE: _____ DEPARTMENT: _____

NAME: _____ PHONE: _____

USF ID: _____ EMAIL: _____

D. CONTRACTOR INFORMATION:

NAME: _____

FIRM: _____

NET ID NAME: _____

USF-ID CARD No: _____

PHONE: _____

EMAIL: _____

E. DISTRIBUTION/NOTIFICATION:

USF-IT: IT-Security@usf.edu

FM-OPS: hpagan@usf.edu

BLDG. MAN. _____

CONTRACTOR: _____

* **CAMPUS SERVICE CONTRACTORS UNDER CURRENT CONTRACT WITH USF MAY RETAIN THE NETID NAME AND USF-ID CARD; AND REACTIVATE BUILDING ACCESS FOR CONSTRUCTION PHASE DURATION OF ACTIVE PROJECTS USING THIS FORM.**

** PLEASE PROCESS SEPARATE BUILDING ACCESS REQUEST FORM FOR EACH BUILDING TO BE ACCESSED.

*** FOR CHANGE IN DATE/TIME (E.G.: TIME EXTENSIONS DUE TO DELAY), THE APPROVED FORM CAN BE REISSUED WITH NEW DATE/TIME AND THE BOX LABELED **THIS SUBMISSION IS FOR CHANGE IN DATE/TIME CHECKED.**