

General Building Badge, Key and Parking Access Request

| <u>General Information</u> | | | | |
|---|---|--|-------|--|
| Employee Name: | | UNID: | | |
| Building Address: | | Department: | | |
| Supervisor Name: | | Supervisor Phone #: | | |
| <u>Physical Key Request</u> | | | | |
| Rooms/Suites: | | # of Keys to be Made: | | |
| Key(s) Assigned To: <i>(sign)</i> | | | | |
| Key Received By: <i>(print)</i> | | | | |
| Property Manager's Signature: | | Date: | | |
| Chartfield/Chargeback Code: | <div style="display: flex; justify-content: space-between; font-size: small;"> BU OrgID Fund Activity Account </div> | - FY | Cost: | |
| <i>**Please Note: Standard key requests cost a minimum of \$15/key. ASSA Keys cost a minimum of \$30/key.</i> | | | | |
| <u>Badge Access Request (FILL ALL BELOW FOR ACCESS*)</u> | | | | |
| *Employee's UNID: | | 2* 2+ or + Number: (6 digits) | | |
| *Specify if Business Hours <u>OR</u> 24/7 Clearance is Needed*: | | *Replacement Badge: (YES / NO) | | |
| *Rooms/Areas/Suites Access Is Requested: | | | | |
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| | | | | |
| <i>Please Note: a \$25 charge will be assessed for any badge replacements for 3rd party tenants & vendors (credit 66302)</i> | | | | |
| <u>Virtual Parking Permit Request</u> | | | | |
| <b style="color: red;">University of Utah employees: Follow steps to the right <b style="color: red;">Third Party (non-university employees): Create a visitor account through the parking portal: https://utah.t2hosted.com/cmn/auth_ext.aspx Follow steps to the right | | <b style="color: red;">Call Commuter Services: 801-581-6415 Ask to be set up with an REA Permit & be prepared with the following: <div style="display: flex; justify-content: space-between; font-size: small;"> -Employee Name -UNID (if applicable) </div> <div style="display: flex; justify-content: space-between; font-size: small;"> -University dept or Company name -License plate # & state issued </div> <b style="color: red;">Need to make changes to an active permit? Login to the parking portal: https://utah.t2hosted.com/cmn/auth_ext.aspx | | |
| Employee Signature: (Required) | | | | |
| | | | Date: | |
| Supervisor Signature: (Required) | | | | |
| | | | Date: | |

Once you have completed and collected the necessary signatures, email this form to our the Real Estate Administration Client Services Help Desk at re.admin@utah.edu. If the form does not have all of the necessary data/signatures, your request cannot be completed.