

The University of Alabama in Huntsville Card Reader Installation Request

Building Name		Room #	
Requesting Department			
Requestor Name		Phone #	
Budget #		Date of Request	

Below, describe what room or area this door will lead to. Please include name(s) this room or area are commonly referred to as. Detail if this door will need to be in a controlled access state at all times or if it will need a opening and closing schedule assigned.

Once completed, EMAIL this form to accesscontroladmin@uah.edu

****TO BE COMPLETED BY PUBLIC SAFETY****

Date Received		Processed By	
Site Visit Date		Door Name	
Door Description			
<input type="checkbox"/>	Interior	<input type="checkbox"/>	Exterior
		<input type="checkbox"/>	Card Reader Applied to Blue Prints

Public Safety Approval

Date of Approval

*****TO BE COMPLETED BY FACILITIES*****

Date Received		Processed By	
Date Installation Completed		Installed By	

Once installation is complete, email this completed form to accesscontroladmin@uah.edu