



**WILLIAM
PATERSON
UNIVERSITY**

FACILITIES MANAGEMENT

ACCESS CONTROL SWIPE
CARD SYSTEM



Card Access Request Form

Request Date: _____ Expiration Date: _____

College and/or Building: _____ Department: _____

Name: _____ Position: _____

Banner #: _____ Telephone Ext.: _____

Dept. Chairperson: _____ Approved Signature Dean/Director: _____

Current Access: (List Room Numbers)

Instructions for Room Access Type Code

Under the heading "Access Requested to Room #", please indicate your required Door Access Type Code as follows:

Type 1: Entry Only = Code (E) a single swipe entry

Type 2: Lock/Unlock = Code (DS) a double swipe entry

Example: #301, 302, 305 (E), #303, #304 (DS) or #301(DS) #305(E)

Access Requested to Room #: (Please Indicate Access Type Code after Room #) (E) = Enter Only, (DS) = Lock/Unlock

Card Not Working In Room #:

PLEASE FAX YOUR REQUEST TO EXT. 2493

Date Work Order Entered: _____	Date Entered into Onity: _____
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