

UWG ACCESS CONTROL CONTRACTOR/VENDOR FORM

PROJECT INFORMATION			
PROJECT NAME			
PROJECT MANAGER		DATE	

CONTRACTOR INFORMATION			
COMPANY			
CONTACT		PHONE	
ADDRESS		EMAIL	
KEY HOLDER		CELL #	
UWG ID #		BADGE REQUEST	YES NO

ACCESS DATES (MM/DD/YYYY)		
START DATE		START AND END DATES FOR ACCESS ARE REQUIRED FOR THE LENGTH OF THE PROJECT
END DATE		

CARD / SAM / KEY ACCESS REQUEST					
Please list the building(s), room(s), access days and times that will be required for the employee.					
BUILDING	ROOM	ACCESS DAY & TIMES	JUSTIFICATION (FOR RESTRICTED AREAS)	CREDENTIAL	VALUE

NOTES	
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BY SIGNING BELOW, I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS OF THE CONTRACTOR KEY ISSUE STATEMENT OF RESPONSIBILITY.

SIGNATURES			
PROJECT MANAGER / SUPERINTENDENT		DATE	
PCS DIRECTOR		DATE	
HOUSING DIRECTOR		DATE	
KEYHOLDER		DATE	

ACCESS CONTROL NOTES	
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Contractor Key Issue Statement of Responsibility

All keys/access cards (“keys”) are the property of the University of West Georgia (UWG). Duplication or transfer of any UWG key is strictly prohibited. Possession of keys without proper permission, duplication of keys, or loss of keys to the lock of any building or other property owned or leased by UWG (or any agency thereof) will constitute suspension or revocation of key privileges and/or associated charges or disciplinary action. Keys shall be issued on either a Short or Long-term basis.

- The Consultant or General Contractor/Company shall ensure the return of all UWG keys.
 - *Key(s), upon departure, must be returned to the Work Information Center (WIC) or Access Control Services; otherwise, the person on record as having signed for the key(s) will be held financially responsible.*
- The Consultant or General Contractor/Company is financially responsible for all UWG keys issued or checked out to them.
 - If key(s) become lost or stolen, a charge which includes all expenses in replacing locks utilized by the lost key(s) and all replacement keys will be levied upon the Consultant or General Contractor/Company.
- Contractors and vendors shall only be issued Master Keys with approval by the Chief of Police or their designee.
- Subcontractors are not issued keys unless extenuating circumstances exist or by prior arrangement.

Report lost or stolen key(s) immediately by notifying

1. Manager of Access Control (678-839-3101),
2. Assistant Director of Campus Services (678-839-6577), and
3. file a Lost/Stolen Key Report with the University Police Department (678-839-6000).

Short-term Issuance: refers to the daily issuance of a key from an authorized key bank to persons so authorized by an Approving Authority. Short -Term Keys are issued and returned during the same 24-hour period.

Long-term Issuance: refers to issuance of a key or keys to persons so authorized by an Approving Authority for a period longer than 24 hours. The maximum time of issue is 90 days, at which time the Approving Authority may re-issue the key(s). Long-term issues must be physically audited prior to re-issue.