



**ATHENS STATE**  
UNIVERSITY

## **BUILDING ACCESS REQUEST**

Name of Employee Requesting Access: \_\_\_\_\_

Employee Office Location (building, office #/department): \_\_\_\_\_

Requested Access: (for interior doors and office doors, please provide room number if possible) \_\_\_\_\_

Reason for requested Access: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Date

Employee Badge # (lower right-backside of badge)

\_\_\_\_\_

\_\_\_\_\_  
Dean, Director or Assistant VP

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Facility Operations

\_\_\_\_\_  
Date