

**Bethel College
1001 Bethel Circle
Mishawaka, In 46545**

Key and/or ID Card Access Request

Note- this is a two sided form

- **When complete send to the Safety Director**
- **All information must be included**
- **24 hour notice is needed**
- **Safety Director will review and contact you with any questions**
- **An E-mail will be sent when key is pulled or access given**

*Name: _____

*ID Number: _____

*E-mail address: _____

*Department: _____

*Position: _____

Signature of authorizing person:

For a key request---Please indicate the building and either door number or door description:

*grand master keys need to be approved by the CFO

Building _____

Door or Room # _____

Approved by Phy. Plant Director (initials) _____ Date: _____ Safety Director (initials) _____ Date: _____

For office use only:

Keys issued: _____

Date of issue: _____

Continue on other side for 'ID access request'

For ID swipe card access ---check all reader(s) needed

- | | | |
|--|--|---|
| <u>Huffman</u> | <input type="checkbox"/> Huffman East Entry | <input type="checkbox"/> Human Resource North Door |
| | <input type="checkbox"/> Huffman West Entry | <input type="checkbox"/> Human Resource South Door |
| | <input type="checkbox"/> Business Office/Back Door | <input type="checkbox"/> Business Office/ Main Door |
| <u>Academic Center</u> | <input type="checkbox"/> Computer Dept. Room | <input type="checkbox"/> Computer Server Room |
| | <input type="checkbox"/> Main Door | <input type="checkbox"/> Education Dept. Door |
| | <input type="checkbox"/> Adult dept. Door | <input type="checkbox"/> Bus/Soc Dept. Door |
| | <input type="checkbox"/> ASL Dept. Door | |
| <u>Science Building</u> | <input type="checkbox"/> Outside East Entry | <input type="checkbox"/> Outside South Entry |
| | <input type="checkbox"/> Rm114 | <input type="checkbox"/> Rm115 |
| | <input type="checkbox"/> Rm116 | <input type="checkbox"/> Rm117 |
| | <input type="checkbox"/> Rm214 | <input type="checkbox"/> Rm216 |
| | <input type="checkbox"/> Rm220 | |
| <u>New Dorm</u> (not yet named) | <input type="checkbox"/> Main Door | <input type="checkbox"/> West Hallway |
| | <input type="checkbox"/> East Hallway | <input type="checkbox"/> Basement Entry -East |
| | <input type="checkbox"/> West Basement | <input type="checkbox"/> Elevator 2 nd fl |
| | <input type="checkbox"/> Elevator 3 rd fl. | <input type="checkbox"/> RD Apartment |
| <u>Eastwood</u> | <input type="checkbox"/> 1 st fl North | <input type="checkbox"/> 1 st fl South |
| | <input type="checkbox"/> 2 nd fl North | <input type="checkbox"/> 2 nd fl South |
| <u>Sailor Dorm</u> | <input type="checkbox"/> Manges 1 st fl Outside | <input type="checkbox"/> Manges 1 st fl Inside |
| | <input type="checkbox"/> Manges 2 nd fl | <input type="checkbox"/> Manges 3 rd fl |
| | <input type="checkbox"/> Manges Elevator | <input type="checkbox"/> Acorn |
| | <input type="checkbox"/> Tuckey 1 st fl Outside | <input type="checkbox"/> Tuckey 1 st fl Inside |
| | <input type="checkbox"/> Tuckey 2 nd fl | <input type="checkbox"/> Tuckey 3 rd fl |
| <u>Wiekamp/Goodman</u> | <input type="checkbox"/> Wiekamp Entrance | <input type="checkbox"/> Goodman West Door |
| | <input type="checkbox"/> Men's Locker Room | <input type="checkbox"/> Women's Locker Room |
| <u>Baseball Training Facility</u> | <input type="checkbox"/> Main Entry | <input type="checkbox"/> Baseball Locker Room |
| <u>Maintenance Building</u> | <input type="checkbox"/> East Entry | <input type="checkbox"/> West Entry |
| <u>Ceramic Building</u> | <input type="checkbox"/> Outside Entry | |
| <u>Art Building</u> | <input type="checkbox"/> Outside Entry | |
| <u>Bookstore</u> | <input type="checkbox"/> Door to storage | |
| <u>Oakwood</u> | <input type="checkbox"/> Main Door | |
| <u>Shupe</u> | <input type="checkbox"/> Main Door | |
| <u>Lambert</u> | <input type="checkbox"/> Main Door | |
| <u>Ramsever</u> | <input type="checkbox"/> Main Door | |
| <u>Brennemen</u> | <input type="checkbox"/> Main Door | |
| <u>Egle</u> | <input type="checkbox"/> Main Door | |
| <u>Logan Village</u> | <input type="checkbox"/> Parking Gate | |

Approved by Phy. Plant Director (initials) _____ Date: _____ Safety Director (initials) _____ Date: _____

For Office use only:

Access Level issued: _____

Notes : _____