

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							
	Interior		Exterior		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