

DOOR AND GATE ACCESS REQUEST FORM

Requesting access for: _____ Z#: _____ Extension: _____
(Employee, vendor, or student name)

If replacing someone, list name of former employee: _____
Should we remove access for the former employee? _____

Available Gates:

- ☐ Aerobics Center Gate (Approval) _____
☐ North Gate

Available Doors:

Admissions (Approval) _____

- ☐ Admissions Door Unlimited
☐ Tele counselor SW (Mon – Thur 3:45PM-8:15PM)
☐ 3 ½ & 6th Floor Limited 6am-6pm
☐ 3 ½ & 6th Floor Unlimited

Aerobics Center NE Door (Approval) _____

- ☐ Unlimited Access
☐ Limited

Armand Hammer Alum-Stud Ctr (Approval) _____

- ☐ Unlimited Access
☐ IT COM Closet

BRC Door

- ☐ Unlimited Access

Campus Dining Door (Approval) _____

- ☐ Unlimited Access

Elevators

- ☐ Freight
☐ LRC East (Hava Java)
☐ LRC West (Bookstore)

Global Learning Center (Approval) _____

- ☐ Unlimited

Information Technology (Approval) _____

- ☐ Limited IT Door (M-F, 7:00 a.m. – 6:00 p.m.)
☐ Unlimited IT Door
☐ CNC Limited (M-F, 6:00 a.m. – 5:00 p.m.)
☐ CNC Unlimited
☐ Switch Room Door
☐ Tech Limited (7:00 a.m.-7:00 p.m.)
☐ Tech Unlimited

LRC & GC Exterior Doors

- ☐ Staff Unlimited Access

LRC Tunnel Exterior Door

- ☐ Student Worker Time Schedule
(M-F, 7:00 a.m. – 7:00 p.m.)
☐ Staff Time Schedule
(M-Sat, 6:00 a.m. – 11:00 p.m.)
(Sun, 2:00 p.m. – 11:00 p.m.)
☐ Unlimited

Mabee Center (Approval) _____

- ☐ East Door Limited (Athletics)
☐ North Door Limited Access
☐ North & East Doors (Unlimited)
☐ Video Room Door
☐ West Door (All Doors)

Online & Life Long Learning 6th Fl / West Elevator

- ☐ Student Worker Access (M-F, 8:00 a.m. – 5:00 p.m.)
☐ Unlimited (Approval) _____

Prayer Tower

- ☐ Unlimited

Quad Towers Back Door

- ☐ Unlimited

Residence Hall

- ☐ Unlimited

Security Office Back Door

- ☐ Unlimited

Shipping & Receiving Interior Door

- ☐ (M-Sat, 6:00 a.m. – 11:00 p.m.)
(Sun 2:00 p.m. – 11:00 p.m.)
☐ Unlimited

Stovall Building Back Door (Approval) _____

- ☐ Limited(M-F, 7:00 a.m. – 6:00 p.m.)
☐ Unlimited

Student Accounts Door (Approval) _____

- ☐ Unlimited (24/7)

Other Explanation (note specified time period, special circumstances, etc.: _____

After obtaining your department head's signature, please fax this form to the Eagle Card Center at extension X7259 or email to eaglecard@oru.edu for further processing. You will be contacted when requested access has been placed on your ID card. **Please note it is Requestor's responsibility to request the removal of any approved access. Please call the ECC with any questions.**

Department Head: _____ Print _____ Ext _____

Sign _____

Revised 7/18/17

For Security Use Only:
Security Signature: _____

Date: _____