

## MAFES/FWRC ACCESS REQUEST FORM

This form is required for access requests for all FWRC/MAFES facilities. The requestor should complete this form, obtain all necessary approval signatures and submit to the Access Coordinator of the department or unit.

REQUESTOR'S NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

REQUESTOR'S CLASSIFICATION:      Faculty/Staff                  Student                  Other

REQUESTOR'S 9-DIGIT MSU ID NUMBER: \_\_\_\_\_

### ACCESS REQUESTED:

**ELECTRONIC CARD ACCESS** (If more than 6 add another sheet) **DOOR**

**ACCESS COORDINATOR**

	Building Name	Room No. and/or Location	Date Issued
1			
2			
3			
4			
5			
6			

**STANDARD KEYS**

**DOOR**

**ACCESS COORDINATOR**

	Building Name	Room No. and/or Location	Key No.	Date Issued
1				
2				
3				
4				

**GATE PIN NUMBER**

**ACCESS COORDINATOR**

	Location	Pin No.	Date Issued
1			
2			
3			
4			

### APPROVAL:

I have read and understand the Standard Operating Procedure for access into MAFES/FWRC facilities

REQUESTOR'S SIGNATURE: \_\_\_\_\_

SUPERVISOR'S SIGNATURE: \_\_\_\_\_

DEPARTMENT HEAD SIGNATURE: \_\_\_\_\_

DIRECTOR SIGNATURE (Master, Sub-Master, and Spec Key Requests only): \_\_\_\_\_

ACCESS COORDINATOR SIGNATURE: \_\_\_\_\_

Provide a brief explanation as to why access is needed:

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### **ACCESS HOLDER RESPONSIBILITIES**

1. Keys are the property of Mississippi State University.
2. Access Coordinator must be notified of any lost/stolen key(s), access card(s) or code(s)
3. Do not loan keys, card access, and/or access codes to others. You must assume responsibility for the conduct of any person(s) you admit to restricted areas.
4. When entering or leaving locked premises re-lock and secure all doors.
5. Building doors or windows shall not be propped or otherwise held open or left unlocked during hours when the facility is normally closed.
6. Return all keys to the access coordinator when they are no longer needed in the performance of duties, or prior to departure from MAFES/FWRC. Verification should take place when completing the Separation Checklist.
7. All key returns must be made in person to the appropriate Access Coordinator.