



SERVICE ACCESS REQUEST FORM

Unlock Approval Number

This form is used to schedule a door unlock through UC Police. Generally, we try to accommodate these requests within the limits of our resources. However, we encourage you to use your own resources whenever possible. A scheduled door unlock can be arranged by following these procedures:

- This form must be completed and returned via e-mail to techserv@uc.edu at least two working days prior to the requested unlock. The request **MUST** come from the person in authority for the area to be unlocked, i.e. dean, department head, director.
- Upon receipt and review of the request, Public Safety will return this form to you via e-mail with an unlock approval number printed on the top of the form. **A copy of this approved form must be presented to our officer at the time of the unlock.**
- A call should be placed to the Communication Center (556-1111) when the person is on-site. Identification must be presented and visible. After the work is complete, the Communication Center needs to be notified to send an officer to relock the area. Someone needs to remain in the area until it is secured.

PLEASE NOTE: UC Police will not remain on-site after the unlock is made. Responsibility for the security of the area remains with the person authorizing the unlock.

Date/time of requested unlock:

Area to be unlocked (building/room number):

Is the area alarmed?

☐

Yes

☐

No

Is the area on card access?

☐

Yes

☐

No

Person/contractor needing access:

Person authorizing
unlock:

Phone #:

Date: