

ALLOW THREE BUSINESS DAYS FOR COMPLETION BY SSEM

NOTE: ONE FORM TO BE SUBMITTED PER CONTRACT COMPANY (A SEPARATE FORM FOR EACH SUBCONTRACTOR)

Submission Date: [_____]		Revision #: [___]		Revision Date: [_____]	
Project Name:			Start Date:	Completion Date:	
Contractor Liaison:			Telephone:	Cell:	
Contracting Firm:	Site Supervisor Name:		Telephone:	Cell:	

Parking Requests

Number of Service Vehicles:	(Service Passes: Max 2)	[_____]
Number of Contractor Vehicles:	(Assigned to closest student lot: Max 10)	[_____]

Access Requests

- NOTES:**
- Requests for access should reflect the areas are required for the work being performed (list room numbers).
 - All Contractor Keys must be signed out from Campus Security and returned daily.
 - All Contractor Employees working at BCIT require Company or BCIT ID.
 - Contractor Employees requiring BCIT ID must attend the BCIT SSEM Administration Office in SW01-1000 M-F, 7:30am-3:30pm (or satellite campus equivalent) to obtain BCIT ID.
 - Roof Access will only be provided upon receipt of a Roof Access form.
 - SSEM will determine method of access to be provided and email verification to the Contractor Liaison.
 - Parking will only be provided for individuals listed on the request.

Required Access

Building	Room Numbers
[_____]	[_____]
[_____]	[_____]
[_____]	[_____]

Contractor Employees Requiring Access (Use second form for additional names)

	First Name	Last Name		First Name	Last Name
1	[_____]	[_____]	6	[_____]	[_____]
2	[_____]	[_____]	7	[_____]	[_____]
3	[_____]	[_____]	8	[_____]	[_____]
4	[_____]	[_____]	9	[_____]	[_____]
5	[_____]	[_____]	10	[_____]	[_____]

Extra Security Officer Request

Number of Security Officers Required	Date(s)	Time (min 4 hrs)
[_____]	[_____]	[_____] hrs to [_____] hrs

CONTRACTOR LIAISON SIGNATURE:

Authorization & Confirmation of Request (This section for SSEM use only)

Date

<input type="checkbox"/> Parking Request	Signature:	
<input type="checkbox"/> Card Access <input type="checkbox"/> ID Card Only	Signature:	
<input type="checkbox"/> Key Request	Signature:	
<input type="checkbox"/> Security Officer Request	Signature:	