

# CONTRACTOR ACCESS REQUEST

The purpose of this form is to identify access needs for outside contractors working in secure areas of campus for an extended period of time (i.e.; summer break). The form is to be completed and approved by the Carleton project manager overseeing this work, prior to access badges and/or keys being issued.

**Carleton Project Name:** \_\_\_\_\_

**Access Required:**

**General Contractor (Company):** \_\_\_\_\_

**Primary Contact (Project Mgr/Superintendent):** \_\_\_\_\_

**Phone (O):** \_\_\_\_\_ **Phone (C):** \_\_\_\_\_

Building	Spaces/Room #s	Start Date	End Date	Daily Start Time	Daily End Time

**Lock Box Requested? Y / N**

Carleton project manager must approve all requests for lock boxes. Lock boxes are issued based on access needs and availability.

**Additional subcontractors/laborers (if any) authorized for daily key and/or card check out:**

Name	Company	Cell Phone

**FOR CARLETON USE ONLY**

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Lock Box Approved? Y / N**

**Project Manager Approval:** \_\_\_\_\_

