



Building Access Coordinator (BAC) Delegation Form

Building Access Coordinators (BAC) play a critical role in keeping our campus buildings safe and secure. By knowing the people who work in your building, you know who can have access to an electronically secured building during off hours and who can access specific rooms, labs and offices.

Thank you for helping Access Control keep our campus safe and secure.

*Dean/Dept Head's authority is implied and does not need to be listed on this form.
If no additional BAC's are to be delegated, a Dean/Dept Head signature is all that is required.*

Listed individuals below will have the following authorities:

Fac/Staff BAC	Student BAC	Backup BAC
Authorize / Approve Building Access Authorization forms for Faculty/Staff Approve / Request Departmental Plan, schedule, and door status changes Request Departmental Access Reports for Plans and Locations	Authorize / Approve Student Access and changes Approve / Request Student Plan, schedule, and door status changes Request Departmental Access Reports for Plans and Locations <i>*Student BAC is for School's only</i>	Backup BAC can act at both Fac/Staff BAC and Student BAC, but the associated BAC must be CC'd on all approvals. Example: Fac/Staff BAC must be CC'd on One Card Auth Forms. Student BAC must be CC'd on Student Access Approvals.

Note that door unlock requests and door schedule changes must be counter approved by Campus Police

Department	<input style="width: 95%;" type="text"/>	Dean/Dept Head	<input style="width: 95%;" type="text"/>	
Building Access Group	<input style="width: 95%;" type="text"/>			
	First Name	Last Name	Email Address	EZ-Arts ID
Fac/Staff BAC				
Student BAC				
Backup BAC				
Notes:				
<div style="border: 1px solid black;"></div>				
Dean/Dept Head Signature	<input style="width: 95%;" type="text"/>		Date	<input style="width: 95%;" type="text"/>

This completed form should be submitted to the Client Support Services by the Dean/Dept head via email to Support@uncsa.edu.
When submitting this email, all BAC's should be CC'd for documentation purposes.
A copy should be kept on file within each Department.
Should delegation assignments need to change, please submit an update to this form as soon as possible.