

Building Master Justification Memo for UCF Employees

Date: _____

To: John McInerney
Director, Facilities Maintenance

From: _____

Subject: Request for Building Master access for _____
Building number or BM Group _____

I am requesting UCF Building Master key access authorization for the following purpose:

I have read and will comply with UCF University Access Control Policy, 3-105. I understand that the Building Master key must be checked back in within the 12-hour curfew. I understand that failure to follow UCF University Access Control Policy, 3-105 will result in disciplinary action, up to and including my termination.

Cell phone:

This will be used only by Work Control to contact you in the event the Building Master is not returned prior to the curfew expiration.

Employee Name Employee Signature Employee UCF ID#

Supervisor's Name Supervisor's Signature

Once completed, email the request to your department KM-SAR/UACR for routing in Peoplesoft. The list of KM-SAR/UACR is located in PowerDMS.