

## How to Complete the Columbus Center Badge Access Authorization Form

**Position Title:** List position title as it should appear on the Columbus Center Online Google and IMET Directory.

**E-mail Address:** List your Company assigned e-mail address for the new hire. This will be used for the directory and all appropriate Columbus Center e-mail lists.

**Appointment Dates:**

Start and End dates of Employee appointments are in alignment with Tenant Lease agreements.

**Email Lists:**

Email Lists	Description
CCALL ( Columbus Center All)	All Building Personnel
LAB Package Delivery	Loading Dock Deliveries

**Key(s) Issued (Table at bottom of form):**

The door keys to lab(s) and/or offices are determined based on need, and requested by filling in the key numbers at the bottom of the page.

- Keys are provided by the Security guard with proper paperwork. Security will notify Matt Moore if keys are unavailable at Security desk.
- Contact Matt Moore with the room numbers if you do not have the number for the key(s).

**Badge Number:** Completed by Security guard when badge is created

**Required Signatures:**

- Employee
- Authorized Tenant Representative: **Designated by Company at time Lease is signed.**
- Columbus Center Shared Services: **Tonya Queen (Backup: Suzanne Crawford/ Chad Nazworth)**
- Columbus Center Facilities Director or Facilities Manager: **Mike Yates or Matt Moore**

**Additional Information: Renewals/Changes/Updates**

- New forms have to be completed for new hires, rehires and changing Institutions within Columbus Center building only. Rehired employees previously in badge system will be required to complete new form.
- Expired Building Badges: Authorized Tenant Representative only can request an extension to an expired badge.
  - Email both Matt Moore (mmoore@umbc.edu) and Tonya Queen (queent@umbc.edu). The email should include the new end date.
- Columbus Center Shared Services will be the office of record for badge and key information. The original form is returned to CC Shared Service (Tonya Queen) by Columbus Center Security.

**Replacement Badges and Keys:** Active Tenants will incur a fee of \$25.00 for replacement of Columbus Center building badges and \$15.00 for door keys. To request a replacement, see the Front Desk Security for a Columbus Center Replacement Badge and Door Key Request form. The Tenant must complete and sign this form before obtaining a replacement access badge and /or key. Return the completed form to Columbus Center Security Office.

**End of Employment - All Columbus Center Building Badges are to be returned to Columbus Center Facilities.**

Please note: Tenant Badges and keys that are not returned at the end of employment are also subject to a charge of twenty-five (\$25.00) dollars for the replacement of a lost or stolen photo ID/access badge and a replacement fee of fifteen (\$15.00) dollars for any door key replaced.

# Columbus Center Tenant Badge Access Authorization Form

**Photo ID's and key requests will be processed Monday through Friday between the hours of 9:00 am and 2:00 pm only.**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Position Title: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

I agree to comply with all Environmental Health & Safety direction(s) required in my work area. I also agree to contact my Employer's Safety Officer or designee to make certain that I understand what training is needed for compliance and to receive applicable training.

I agree to return all access materials ID Badge, Keys, and Parking Hangtags to the Columbus Center Facilities at the end of my appointment or termination.

I further agree that I am subject to a charge of twenty-five (\$25.00) dollars for the replacement of a lost or stolen photo ID/access badge and a replacement fee of fifteen (\$15.00) dollars for any door key replaced, or not returned at the end of my appointment/employment.

Initial period of appointment \_\_\_\_\_ to \_\_\_\_\_  
 Badge appointment dates will be based on the term indicated in the tenant lease agreement.

Company Name: \_\_\_\_\_ Harbor Launch: YES                      NO

Email Lists (check all that apply):                      CCALL                                      Package Delivery

Assigned building location:                      Laboratory Room # \_\_\_\_\_                      Lab Phone # \_\_\_\_\_

   Office Room # \_\_\_\_\_                      Office Phone # \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Tenant Representative \_\_\_\_\_ Date \_\_\_\_\_

Columbus Center Shared Service Rep \_\_\_\_\_ Date \_\_\_\_\_

CC Facilities Director/Manager \_\_\_\_\_ Date \_\_\_\_\_

Badge #	Key(s) Issued	Date Received	Signature	Date Returned	Signature