

EDMONDS COLLEGE & CENTRAL WASHINGTON UNIVERSITY
EdPASS CARD DOOR ACCESS PERSONA (INSIDE), BLACKBOARD(EXT.) AND ALARM CODES

Employee Name	Title / Department	Phone Number
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Supervisor / Administrator Name	Supervisor Signature	Phone Number
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Employee Type: ☐ Full Time ☐ Part Time ☐ Volunteer ☐ Student

This form will be completed by any Edmonds College (EC) and/or Central Washington University (CWU) employee who has a documented and pre-approved need to access the EC premises specified below. When signing and agreeing to the terms specified on this form, the employee understands, accepts, and acknowledges that receiving formal approval for special access carries **additional personal responsibility** to properly and adequately protect and maintain the security of all facilities, equipment, and other property owned and operated by EC/CWU at all times. The employee agrees to NOT leave the building(s) or area(s) unlocked at any time, NOT allow other individual(s) access to the building(s) or area(s) at any time, and NOT remove any College-owned property, equipment, records, or other items without documented pre-approval of the employee's supervisor or area administrator. The employee also understands, accepts, and acknowledges that being approved for special access means the employee MAY be held **personally liable and responsible for any losses or damages that occur** during those specified times/dates of access. The employee understands, accepts, and acknowledges that they will be asked to cooperate with College representatives and local authorities in investigating any losses, damages, or injuries that may occur in the employee's approved area or building.

SECURITY OFFICERS ARE AVAILABLE 24/7/365 FOR UNLOCKS

	Building(s) or Area(s) Needed:	Building(s) or Area(s) Needed:
Persona-classrooms/interior:		
Blackboard-Bldg. exterior/swipe:		
Alarm Code:		

Normal operating hours for most EC campus buildings are incorporated into the hours from **6:00 a.m. to 9:30 p.m., Monday through Friday** during regular academic quarters. These hours provide open access to all users during the stated times and days of the week. Weekend hours provide limited open access to users, depending on the hours, building(s), and scheduled use of building(s). Generally, campus buildings are open Saturdays from 7:00 a.m. to 5:00 p.m.; Sundays from 1:00 to 5:00 p.m. for the Library/Lynnwood Hall only. Edmonds College as property owner reserves the right to adjust these printed open access hours in order to secure buildings as needed under any circumstances deemed necessary by the College's administration.

By signing as Area Administrator, I acknowledge that the employee listed above requires the access level(s) requested to perform college business as assigned, and cannot wait for Security personnel or other campus employees to provide access to these buildings or areas.

MANDATORY SIGNATURES FOR ACCESS TO LABS & SECURED AREAS

Area Administrator Signature (Required signature for labs & secured areas)	Date
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Appropriate Vice President Signature (Required signature for labs & secured areas)	Date
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By signing this form, I understand and acknowledge that the access specified on this form will be suspended upon termination of my employment, when I relocate to a different building or department, or upon the request of my supervisor or area administrator. I agree to notify my supervisor and Security Office upon the loss or theft of my EdPass card or CWU Connection card, and understand and acknowledge that I may be required to pay for its replacement. Access information utilizing the EdPass card and CWU Connection card is the property of Edmonds College and may be recalled at any time by the Director of Security or designee. I agree to turn in my Edpass to the Security office, WWY 214 prior to my last day at work.

Employee Signature	Date
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Security office only:

Initials	Date Assigned
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Initials	Revoked	Date
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