

Intrusion Alarm Code Access Request

On behalf of the employee, please list the alarmed areas they require an intrusion alarm code for (include the building(s) name and room number(s)):

- | | |
|----------|-----------|
| 1. _____ | 6. _____ |
| 2. _____ | 7. _____ |
| 3. _____ | 8. _____ |
| 4. _____ | 9. _____ |
| 5. _____ | 10. _____ |

Employee's name: _____

Employee's email: _____

Employee's Department: _____

Is this a new hire?

Yes ☐ | NO ☐

If not, are they replacing someone?

Yes ☐ | NO ☐ If yes, Who?

Is there an end date for their access? Yes ☐ | NO ☐

If yes, when (DD/MM/YY)? _____

Alarm code approver's name: _____

Signature: _____ Date: _____

Once completed, please email this request to security.alarms@ubc.ca

A confirmation email will be sent to the employee with their new alarm code once activated, including an information guide on how to use their new alarm code.