Buzz Card Building/Room Access Request Form

Knight-Guggenheim Bldgs
Weber (SSTC) Bldg
ESM Building
AE Combustion Lab

To: School of Aerospace Engineering, Administrative Manager

From: _____ *(Georgia Tech Employee or Student Name)*

Date: _____

Please assign the following Buzz Card Access Privileges to my Georgia Tech ID given below:

Georgia Tech ID # _____

Above ID is for (check): ○ Undergraduate student ○ Grad Student ○ Faculty ○ Staff
○ Facilities/Maintenance ○ Custodial ◉ Other(_____)

Please activate privileges to the following card access locations:
(This form is applicable only for the buildings listed at the top of this sheet.)

Building/Room # _____
Building/Room # _____
Building/Room # _____
Building/Room # _____
Building/Room # _____
Building/Room # _____

The above privileges will need to be **activated** on: _____
The above privileges should be **deactivated** on: _____

I understand that by signing below, I acknowledge that all Buzz Card access may be logged and may be monitored to ensure proper safety for persons and property. I also agree that I have read and understand the information and instructions printed on the back of the Buzz Card issued to me, and that I understand and accept my responsibilities.

Signed: _____
Name of requestor *ALSO: Printed Name*

Email address: _____ Campus Phone: _____

Signed: _____
If Student or GRA, name of Advisor *ALSO: Printed Name*
If employee, name of supervisor

*****Remember to always make sure doors securely close and lock behind you when leaving*****

FOR INTERNAL USE: Date Entered: _____ By: _____