

Department of Administration	Facility Management Division Standard Operating Procedure SOP			
Building Coordinator Forms, (BCF's) These are the Instructions for Building Coordinators to complete and submit a Building Coordinator Form (BCF) to Security Systems.	NUMBER	REV	EFFECTIVE DATE	PAGE OF
	2	2	04/01/2021	1 6
	SUPERSEDES All Prior to 03/31/2021	PREPARED BY Gregg Collins	REVIEWED BY APPROVED BY	

1.0 **PURPOSE:**

The policy provides the NC Department of Administration, Security Systems a consistent and uniform process to receive Building Coordinator Forms from approved Building Coordinators.

2.0 **HISTORY OF REVISIONS:**

Date	Revision	Change	Reference Section
03/04/2021	Line item	LKF reference	4.3 – Page 1
03/04/2021	Line item	Added ReadY App syntax	5.1 – Page 2
03/04/2021	Line items	Added ReadY App syntax	6.7, 6.8 – Page 2
03/04/2021	Line item	Added ReadY App syntax	7.1.2 – Page 3
03/04/2021	Line item	Added ReadY App syntax	7.2.1 – Page 3
03/04/2021	Line item	Added ReadY App syntax	7.2.5 – Page 3
03/04/2021	Paragraph	Added instruction - pdf	7.3 – Page 4
03/04/2021	Line items	Added ReadY App syntax	7.3.3 – Page 4
03/04/2021	Paragraph	Added instruction - pdf	8.1 – Page 5
03/04/2021	Line item	Added ReadY App syntax	8.2.3 – Page 5
03/04/2021	Paragraph	Added Example syntax	8.3 – Page 5
03/04/2021	New Example form	BC pdf form image	8.3 – Page 6

3.0 **PROGRAMS AFFECTED:**

- 3.1 Facility Management Division / Security Systems
- 3.2 All State Agencies, Building Coordinators, ability to manage, create or deactivate Badges, keys and/or cores. Building Coordinators are managed through the Facility Management / Security Systems office.

4.0 **REFERENCES:**

- 4.1 All North Carolina DOA/FMD **OSHR** Badge ID policies.
- 4.2 All North Carolina DOA/FMD **ACR** form policy.
- 4.3 All North Carolina DOA/FMD **LKF** form policy.
- 4.4 All North Carolina DOA/FMD **KCRF** form policy.
- 4.5 All North Carolina DOA/FMD **CKRF** form policy.

5.0 **POLICY:**

- 5.1 The DOA/FMD/Security Systems will use consistent and uniform forms and processes for accepting Building Coordinator Requests. All Agencies, Departments, and Building Coordinators will use the approved Building Coordinator form (rev.4 03/08/2021) and send it in through the **(ReaDY Security Systems Building Coordinator Application)**

6.0 **DEFINITION:**

- 6.1 **BCF** (Building Coordinator Form)
- 6.2 **DOA** (Department of Administration)
- 6.3 **FMD** (Facility Management Division)
- 6.4 **ACR** (Access Card Request) This form is used for replacement, lost, damaged, agency or department change, employment change, and/or name change.
- 6.5 **KCRF** (Key and Core Request Form)
- 6.6 **CKRF** (Contractor Key Request Form)
- 6.7 **Security Systems** Card Access Control and related requests and inquiries must be sent through the **(ReaDY Application Portal)** for processing.
- This includes Building Coordinator Requests, Key and Core Requests, Access Card Requests, Lost Key Forms, changes in access activations and deactivations, reports, inclement weather, and emergency lockdowns and unlocking of buildings.
- 6.8 **Building Coordinators**
- Selected Individual(s) assigned and approved from an agency and/or division to process Key and Core Request Forms, Access Card Request Forms, changes to access levels up to and including deactivations of an individual's access card through the **(ReaDY Application Portal)**.
 - The Building Coordinators assigned to Security Systems may or may not be the same as those at FMD/Work Control.
 - Call us if you are unsure @ **984-236-0460**

7.0 **RESPONSIBILITY:**

7.1 **DOA FMD Badging Office Manager** is responsible for the following:

- 7.1.1 Ensure all Building Coordinator lists are up to date.
- 7.1.2 Provide a Building Coordinator the link to the **(ReaDY Application Portal)** to new or existing Coordinators when duties change, or additional coordinator(s) are added. Remove Coordinator access to the **(ReaDY Application Portal)** when they are deactivated or removed.
- 7.1.3 Train and assist all new Building Coordinators on Security System Policies and Procedures.
- 7.1.4 Review and ensure all ACR's received via the **(ReaDY Application Portal)** from Building Coordinators are correct and follow policy.
- 7.1.5 Inclement Weather/Emergency Building lockdowns and unlocks.

7.2 **DOA FMD Security Systems Office** is responsible for the following:

- 7.2.1 Receiving all Card Access Requests, Key and Core Requests and any other requests, i.e., access levels, changes, deactivations etc. through the **(ReaDY Application Portal)**.
- 7.2.2 Scheduling appointments for Access Card Requests.
- 7.2.3 Create new badges when photos are sent from remote sites.
- 7.2.4 Reprint badges from requests for replacement, lost, status change, agency/department change, and/or name change.
- 7.2.5 Make changes to access that is requested via the **(ReaDY Application Portal)** from approved Building Coordinators.

7.3 **DOA Building Coordinators** are responsible for the following:

The approved **Building Coordinator** will accurately fill out the **(BCF) Form**. The form must be **electronically filled out** and sent as a **“saved pdf document”**. This must be in the appropriate Acrobat Format. Handwritten, scanned or any other type of document (Word, Excel, etc.) will not be accepted. ***Any type of alteration*** to the form will not be accepted. If the form is altered or is not submitted by an approved Building Coordinator it will be sent back and can lead to subsequent delays.

7.3.2 For each approved Agency and/or Division there shall be one Primary and a maximum of two backup Building Coordinators.

7.3.3 Security Systems will update changes and will only accept requests from the Building Coordinators approved to fill out the forms and submit to the **(ReaDY Application Portal)**.

- a.) An FMD Admin will email the Building Coordinator to inform them that they are active in the system and can use the **ReaDY Application Portal**
- b.) Building Coordinators ***must*** monitor their **ReaDY App** for rejections, inquiries, or deletions of forms.
- c.) All rejected forms must be resubmitted on a new ReaDY request.

8.0 **PROCEDURE:**

8.1 The approved **Building Coordinator** will accurately fill out the **(BCF) Form**. The form must be **electronically filled out** and sent as a **“saved pdf document”**. This must be in the appropriate Acrobat Format. Handwritten, scanned or any other type of document (Word, Excel, etc.) will not be accepted. *Any type of alteration* to the form will not be accepted. If the form is altered or is not submitted by an approved Building Coordinator it will be sent back and can lead to subsequent delays.

8.2 **Filling out the Building Coordinator Form**

8.2.1 **Section 1-Agency Information:** Each block of information must be completed. It is recommended to prefill this area and save it with exception of the request date, the date block is a drop-down menu that can be filled on the actual request date. This will be your template.

8.2.2 **Section 2 – Adding a Primary Coordinator:** Only (1) box shall be selected. There are (3) choices, one of which will cover your requirements. Populate name, phone, NCID, and email blocks accordingly.

- **Primary Coordinator**

There are two possible Back-Up coordinator blocks available on this form.

- **Back-up Building Coordinator 1**
- **Back-up Building Coordinator 2**

Populate name, phone, NCID, and email blocks accordingly.

8.2.3 **Section 3 – Coordinator Removal Request:**

The “reason for removal shall be filled in the Explanation block”. Select the action blocks that apply so we can cross reference the individual for accuracy. Only (1) action box should be selected per Coordinator being removed.

- Populate name block(s) accordingly.

Electronically sign and date the document at the bottom and “save as”. Once this is completed process the form through the **(ReaDY Security Systems Building Coordinator Application)**

8.3 **Example form:** The most current image of the form used for requesting Building Coordinators will be attached here to view. As revisions occur, they will be reflected at this part of the document. ***(See Page 6. Below)***

BCF

BUILDING COORDINATOR REQUEST FORM
North Carolina Department of Administration
Division of Facility Management-Security Systems
984-236-0460

FORM

(Call if there are any questions pertaining to this document)

1. AGENCY INFORMATION:

Rev. 4 - 03/08/2021

COORDINATOR REQUESTOR:		REQUEST DATE	
DEPARTMENT - DIVISION:		BUILDING NAME	
MSC# and ZIP Only:		TELEPHONE #	

2. COMPLETE THIS PORTION TO ADD A NEW PRIMARY OR BACK-UP BUILDING COORDINATORS.

PRIMARY COORDINATOR: Check 1 box only		EXPLANATION	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	

BACK-UP COORDINATOR 1: Check 1 box only		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	

BACK-UP COORDINATOR 2: Check 1 box only		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	

3. COMPLETE THIS PORTION TO REMOVE AN EXISTING BUILDING COORDINATOR.

COORDINATOR REMOVAL REQUEST: Check 1 box only		EXPLANATION:	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	NCID:
FIRST:	MIDDLE INITIAL:	LAST NAME:	NCID:

4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM

ReaDY Application HERE: <https://sonc.assetworks.cloud/ready>

5. An FMD ReaDY ADMIN CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS

6. GO TO <https://ncadmin.ne.gov/about-doa/divisions/facility-management> for additional guidelines and information.

Your electronic permission below from a valid Building Coordinator provides the power for an individual to process keys, cores and/or badge requests on their behalf. There can only be (1) Primary Building Coordinator and under them **only** (2) Backup Coordinators. All forms **must** come from an approved Building Coordinator via the ReaDY Application or they will not be processed.

Thank you, Security Systems Management

Primary Building Coordinator - sign		DATE:	
Security Systems Office Use Only:	WORK ORDER NUMBER		