BCF

BUILDING COORDINATOR REQUEST FORM
North Carolina Department of Administration
Division of Facility Management-Security Systems
984-236-0460
(Call if there are any questions pertaining to this document)

FORM

1. AGENCY INFORMATION: **Rev. 1 - 08/01/2021**

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**
☐ **Primary Badges Only**	☐ **Primary Keys & Cores Only**	☐ **Primary Keys, Cores and Badges**
FIRST:	**MIDDLE INITIAL:**	**LAST NAME:**
PHONE:	**NCID:**	**EMAIL:**

BACK-UP COORDINATOR 1: *Check 1 box only*		**EXPLANATION:**
☐ **Backup Badges Only**	☐ **Backup Keys & Cores Only**	☐ **Backup Keys, Cores and Badges**
FIRST:	**MIDDLE INITIAL:**	**LAST NAME:**
PHONE:	**NCID:**	**EMAIL:**

BACK-UP COORDINATOR 2: *Check 1 box only*		**EXPLANATION:**
☐ **Backup Badges Only**	☐ **Backup Keys & Cores Only**	☐ **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:**
☐ **Primary Badges Only** ☐ **Backup Badges Only**	☐ **Primary Keys & Cores Only** ☐ **Backup Keys & Cores Only**	☐ **Primary Keys, Cores and Badges** ☐ **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 WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS

6. GO TO https://ncadmin.nc.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**