How to fill out your BCF (Building Coordinator Form)

Here are some examples of a completely filled out BCF:

This is for a **Primary Building Coordinator** only

```
BUILDING COORDINATOR REQUEST FORM
North Carolina Department of Administration
Division of Facility Management-Security Systems
919-733-1800
(Call if there are any questions pertaining to this document)

1. AGENCY INFORMATION
   PRIMARY COORDINATOR: Joe Building Coordinator
   DEPARTMENT – DIVISION: Facilities
   MSC#: MSC 3113
   BUILDING NAME: Facility Mgmt
   TELEPHONE #: 919-733-1800
   REQUEST DATE: 3/4/2019

2. COMPLETE THIS PORTION TO ADD A NEW BUILDING COORDINATOR.
   COORDINATOR 1 REQUEST: Check 1 box only
   [ ] 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: Joe
   MIDDLE INITIAL: Click
   LAST NAME: Building Coordinator
   PHONE: 919-733-1800 x200
   EMAIL: joe.buildingcoordinator@doa.nc.gov

3. COMPLETE THIS PORTION TO REMOVE AN EXISTING BUILDING COORDINATOR.
   COORDINATOR REMOVAL REQUEST: Check 1 box only
   [ ] 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: Enter first name
   MIDDLE INITIAL: Click
   LAST NAME: Click to enter last name
   PHONE: Click or tap here to enter number.
   EMAIL: Click or tap here to enter email.

4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM TO:
   security.systems@doa.nc.gov

5. SECURITY SYSTEMS WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS


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’s email or they will not be processed. Thank you, Security Systems Management

Type name here: Joe Building Coordinator
DATE: 3/4/2019
```
How to fill out your BCF (Building Coordinator Form)

This is for a **Backup Building Coordinator(s)** only

---

**COORDINATOR 1 REQUEST:** Check 1 box only

- [ ] Primary Badges Only
- [ ] Primary Keys & Cores Only
- [X] Primary Keys, Cores and Badges
- [ ] Backup Badges Only
- [X] Backup Keys & Cores Only
- [ ] Backup Keys, Cores and Badges

**FIRST:** Jane
**MIDDLE INITIAL:** D.
**LAST NAME:** Doe
**PHONE:** 919-733-1800 x201
**EMAIL:** jane.doe@doa.nc.gov

**COORDINATOR 2 REQUEST:** Check 1 box only

- [ ] Primary Badges Only
- [ ] Primary Keys & Cores Only
- [ ] Primary Keys, Cores and Badges
- [X] Backup Badges Only
- [ ] Backup Keys & Cores Only
- [ ] Backup Keys, Cores and Badges

**FIRST:** Billy
**MIDDLE INITIAL:** B.
**LAST NAME:** Barty
**PHONE:** 919-733-1800 x203
**EMAIL:** billy.barty@doa.nc.gov

---

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

security_systems@doa.nc.gov

5. **SECURITY SYSTEMS WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS**


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’s email or they will not be processed. Thank you, Security Systems Management

**Type name here:** Joe Building Coordinator
**DATE:** 3/4/2019
How to fill out your BCF (Building Coordinator Form)

This is for **Deleting Building Coordinator(s) only**

BUILDING COORDINATOR REQUEST FORM
North Carolina Department of Administration
Division of Facility Management-Security Systems
919-733-1800
(Call if there are any questions pertaining to this document)

1. AGENCY INFORMATION:
   - PRIMARY COORDINATOR: Joe Building Coordinator
   - REQUEST DATE: 3/4/2019
   - DEPARTMENT – DIVISION: Facilities
   - BUILDING NAME: Facility Mgmt
   - MSC#, CITY, STATE, ZIP: MSC 3113
   - TELEPHONE #: 919-733-1800

2. COMPLETE THIS PORTION TO ADD A NEW BUILDING COORDINATOR.
   - COORDINATOR 1 REQUEST: 
     - PRIMARY BADGES ONLY
     - BACKUP BADGES ONLY
     - PRIMARY KEYS & CORES ONLY
     - BACKUP KEYS & CORES ONLY
   - FIRST: Enter first name
   - MIDDLE INITIAL: Click
   - LAST NAME: Click to enter last name
   - PHONE: Click or tap here to enter number.
   - EMAIL: Click or tap here to enter email.

3. COMPLETE THIS PORTION TO REMOVE AN EXISTING BUILDING COORDINATOR.
   - COORDINATOR REMOVAL REQUEST:
     - PRIMARY BADGES ONLY
     - BACKUP BADGES ONLY
     - PRIMARY KEYS & CORES ONLY
     - BACKUP KEYS & CORES ONLY
   - FIRST: Tanya
   - MIDDLE INITIAL: B.
   - LAST NAME: Biddleford

4. ONLY APPROVED BUILDING COORDINATORS ARE AUTHORIZED TO SUBMIT A COMPLETED REQUEST FORM TO:
   - security.systems@doa.nc.gov

5. SECURITY SYSTEMS WILL CONTACT EACH PERSON VIA E-MAIL TO CONFIRM THEY ARE ACTIVE COORDINATORS


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’s email or they will not be processed. Thank you, Security Systems Management.

Type name here: Joe Building Coordinator DATE: 3/4/2019
How to fill out your BCF (Building Coordinator Form)

Let’s break this down into sections:

**The Top Section 1 – Agency Information**

When we begin to populate our BCF we want to create a template first. This is where you put in your *(Primary Building Coordinator)* information. See Below:

`Save as a template`

Let’s move on to the next step.

**Populate the fillable line items shown here and here.**

**Leave the Request Date drop-down blank until you wish to fill out a form and submit**

**Now use the drop-down menu to add your building.**

Let’s move on to the next step.
How to fill out your BCF (Building Coordinator Form)

**Section 2 – Adding a new Building Coordinator**

Shown below is an example of how to **add a coordinator** to the form.

- Here you need only check (1) box that applies. One of these boxes will meet all your needs, do not select more than (1) or the form will be sent back.

- In a word, explain why this person was selected to become your backup coordinator. Select a choice from the drop-down menu in this block.

- Populate the Coordinator fillable blocks completely. The form allows for adding 2 back-ups for your agency.

Let’s move on to another process that will be needed in order to maintain a current listing of Coordinators.
How to fill out your BCF (Building Coordinator Form)

Section 3 – Removing an existing Building Coordinator

Below is the section to remove an existing Coordinator.

Check only (1) box that applies

Select drop-down choice for explanation

Populate the name block(s) accordingly

Below is the last requirement for this form to be complete. Electronically Sign the document.

Electronically sign the document here.

Add Date here with the drop-down menu