

INSTRUCTIONS: Indicate where you are requesting access with an "X" and send this form 'as an attachment' via e-mail to cardkeyaccess@bpa.gov. Security will contact the approvers for each area requested. All requests are approved and processed electronically. Please allow five business days for processing.

1. Employee Name (Last, First, and M.I.): _____ | 2. Routing: _____ | 3. Work Phone: _____

4. Justification – Explain why this employee requires access to area(s):

PORTLAND ACCESS		VANCOUVER ACCESS	
<input type="checkbox"/>	Administrator's Suite, Room 717 SW	<input type="checkbox"/>	Z-695, Study Room
<input type="checkbox"/>	B-1 Freight Elevator @ Loading Dock	<input type="checkbox"/>	Z-695, Dispatcher Training Facility
<input type="checkbox"/>	B-101, Telephone Switch Room	<input type="checkbox"/>	Z-759, Warehouse Bin Room
<input type="checkbox"/>	B-103, Mechanical Room	<input type="checkbox"/>	Z-610, IT Room, Door 139A
<input type="checkbox"/>	B-105, UPS Room	<input type="checkbox"/>	Z-695, IT Install, Door 130
<input type="checkbox"/>	B-116, Microcomputer Install Room	<input type="checkbox"/>	Z-989, East Step Entry, Door 106N
<input type="checkbox"/>	B-116A, Microcomputer Storage Room	<input type="checkbox"/>	Z-992, without Basement Access
<input type="checkbox"/>	B-120, Telephone Office	<input type="checkbox"/>	Z-992, West with Basement Access
<input type="checkbox"/>	B-158, Electrical Room	<input type="checkbox"/>	Z-992, East Basement Door with PIN
<input type="checkbox"/>	B-164A, Inactive Records Storage	<input type="checkbox"/>	Z-995, Ampere Annex, Door 100
<input type="checkbox"/>	B-164W, Central Records	<input type="checkbox"/>	Z-1255, HazMat Building
<input type="checkbox"/>	B-188N, Storage	<input type="checkbox"/>	Z-989, FIN Server Room (<i>Limited Access Area</i>)
<input type="checkbox"/>	B-197 CSOAC Room	<input type="checkbox"/>	Z-989, North Ampere FIN NOC (<i>Limited Access Area</i>)
<input type="checkbox"/>	B-198, Cyber Security	<input type="checkbox"/>	Covered Parking @ Van Mall
<input type="checkbox"/>	HQ 905 Garage Gate Arm Access	<input type="checkbox"/>	Z-993, S. Exterior, Door 107E
<input type="checkbox"/>	BMS Room	<input type="checkbox"/>	Emergency Scheduling Center (ESC)
<input type="checkbox"/>	Fire Egress Door	<input type="checkbox"/>	4400 Building, Suite 75
<input type="checkbox"/>	Cafeteria Storage (B-1), Door 105 & Elevator	<input type="checkbox"/>	4400 Building, Suite 200
<input type="checkbox"/>	B-140A, Bicyclist Room/Aerobic Studio	<input type="checkbox"/>	4400 Building, IT Closet
<input type="checkbox"/>	Fitness Centers (access at Ross included)	<input type="checkbox"/>	OPP, Suite 326
<input type="checkbox"/>	Human Resources, Doors 152W & 152SW		Fleet Services Building
<input type="checkbox"/>	JTS-1, Room 168		Z-1559 Sally Port Access
<input type="checkbox"/>	JTS-2, Rooms 281, 288N, 288S, 289		
<input type="checkbox"/>	JTS-2, Parts Room		
<input type="checkbox"/>	JTS-2, PACS Server Cabinet		
<input type="checkbox"/>	JTS-3, Room 368		
<input type="checkbox"/>	JTS-4, Room 468		
<input type="checkbox"/>	JTS-5, Room 568		
<input type="checkbox"/>	JTS-6, Room 668		
<input type="checkbox"/>	JTS-6, Room 668B		
<input type="checkbox"/>	JTS-7, Room 768		
<input type="checkbox"/>	Penthouse		
<input type="checkbox"/>	Power Operations Center (POC) 24x7 Shift Area		
<input type="checkbox"/>	Power Operations Center (POC) Main Area		
<input type="checkbox"/>	Library Back Door 24/7		
	B-193, Cyber Forensics & Remediation		

FILE CODE: SR-1145 RETENTION: Destroy 3 years after return of key

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