



Health Sciences Building Access Coordinator Authorization

Health Sciences Building Management manages all forms of access for Health Sciences facilities: **Magnuson Health Sciences Center, ARCF, the Foege Building, the Health Sciences Education Building, and South Campus Center**. Organizational units in these buildings designate Building Access Coordinators (BACs) within their departments to manage access locally. The BAC is authorized to order building keys, access badges, and new building access on behalf of their department. Typically, units designate one to three BACs. If there is a need to designate more than three BACs, please contact HS Building Management.

To register Building Access Coordinators, please complete this form and email it to HS Building Management at hsbuild@uw.edu.

Once HS Building Management receives this form, it will supersede all previous forms for your unit. Please be sure to list all current BACs.

Organizational Unit

Organization Name _____ Box _____

Print Name of Dean, Chair, Division Head or Director

Phone _____ Email _____

Signature of Dean, Chair Division Head or Director

Date _____

Building Access Coordinators (BAC)

Print Name

Phone

UW NetID

Primary BAC:

Secondary BACs:

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