# BCF FORM

**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)**

**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** |
|---|---|
| ☐ 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            ☐ Primary Keys & Cores Only            ☐ Primary Keys, Cores and Badges<br>☐ Backup Badges Only            ☐ Backup Keys & Cores Only            ☐ 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**