



Building Access Request Form



Security Office

Suite 215, Western Canadian Place

Email: wcpsecurity@gwlr.com

Phone: 403 216-6620

Office hours: 07:30-15:30 Monday – Friday

<http://www.westerncanadianplace.com>

Please email request OR deliver a printed copy to the main security desk attention Systems Coordinator.

Company	Date	Contact Name	Phone #

Name of User	Department	Type	Phone #
		<input type="checkbox"/> Permanent <input type="checkbox"/> Contract	

Fob or Card #	Effective Date	Expiry Date	Access Required

Time Code	Action
<input type="checkbox"/> 24/7	<input type="checkbox"/> Grant Access
<input type="checkbox"/> Business Hours	<input type="checkbox"/> Remove Access
<input type="checkbox"/> Other :	<input type="checkbox"/> Replace
	<input type="checkbox"/> Lost

Comments

If the access fob or card is not picked up within 30 days, a new request form must be submitted.

Cardholder Signature	Authorizing Signature