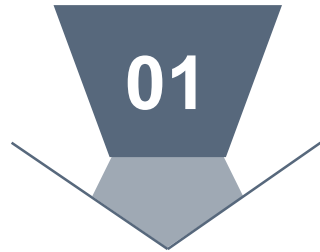


One Time Building Access Request

The Process to Request Campus Access to Remove Tagged University Property



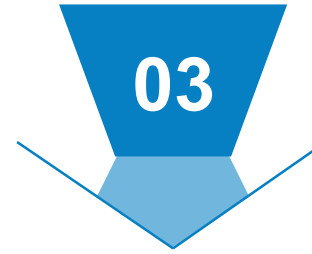
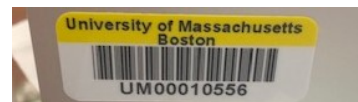
Notify Your Supervisor

Notify your Supervisor of your intention to visit campus for the purpose of removing university property from campus and bring it home.



*Submit an online Property Pass

[Property Passes](#) are now online and processed via DocuSign. You will not be given campus access until the Property Department confirms that the pass is approved.



Complete Equipment Transport and Building Access Form

Click the link below to request access the campus for the purpose of removing asset tagged university property
[University Property Removal](#)



Visit Campus

Before arriving to coming to campus you must complete the COVID Checklist

[COVID Checklist](#)