

How to fill out your BCF (Building Coordinator Form)

Here are some *examples* of a completely filled out BCF: FILL IN HIGHLIGHTED BLOCKS

This is for a **Primary Building Coordinator** only

BCF	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)	FORM	
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: <i>Check 1 box only</i> :		EXPLANATION:	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	
BACK-UP COORDINATOR 1: <i>Check 1 box only</i> :		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
SELECT APPROPRIATE ACCESS LEVEL			
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	
BACK-UP COORDINATOR 2: <i>Check 1 box only</i> :		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> 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: <i>Check 1 box only</i> :		EXPLANATION:	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> 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 <i>must</i> 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:	

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This is for a **Backup Building Coordinator(s)** only

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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: <i>Check 1 box only</i>		EXPLANATION:	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
FIRST:		LAST NAME:	
PHONE:		EMAIL:	
SELECT APPROPRIATE ACCESS LEVEL			
BACK-UP COORDINATOR 1: <i>Check 1 box only</i>		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	
PHONE:	NCID:	EMAIL:	
BACK-UP COORDINATOR 2: <i>Check 1 box only</i>		EXPLANATION:	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> 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: <i>Check 1 box only</i>		EXPLANATION:	
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges	
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges	
FIRST:	MIDDLE INITIAL:	LAST NAME:	NCID:
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Thank you, Security Systems Management			
Primary Building Coordinator - sign		DATE:	
Security Systems Office Use Only:		WORK ORDER NUMBER:	

How to fill out your BCF (Building Coordinator Form)

This is for **Deleting Building Coordinator(s)** only

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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: <i>Check 1 box only</i>		EXPLANATION:
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges
FIRST:	MIDDLE INITIAL:	LAST NAME:
PHONE:	NCID:	EMAIL:
BACK-UP COORDINATOR 1: <i>Check 1 box only</i>		EXPLANATION:
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges
FIRST:	MIDDLE INITIAL:	LAST NAME:
PHONE:	NCID:	EMAIL:
BACK-UP COORDINATOR 2: <i>Check 1 box only</i>		EXPLANATION:
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges
FIRST:	MIDDLE INITIAL:	LAST NAME:
PHONE:	NCID:	EMAIL:
<div style="background-color: yellow; padding: 5px; border: 1px solid black; display: inline-block;"> SELECT APPROPRIATE ACCESS LEVEL TO REMOVE </div>		
3. COMPLETE THIS PORTION TO REMOVE A BUILDING COORDINATOR.		
COORDINATOR REMOVAL REQUEST: <i>Check 1 box only</i>		EXPLANATION:
<input type="checkbox"/> Primary Badges Only	<input type="checkbox"/> Primary Keys & Cores Only	<input type="checkbox"/> Primary Keys, Cores and Badges
<input type="checkbox"/> Backup Badges Only	<input type="checkbox"/> Backup Keys & Cores Only	<input type="checkbox"/> Backup Keys, Cores and Badges
FIRST:	MIDDLE INITIAL:	LAST NAME:
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