How to fill out your BCF (Building Coordinator Form)

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

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

ВС	Nort Divisio	th Card on of Fa	COORDINATOR Dina Departmen acility Managem 984-236-04 ny questions pe	nt of Administ nent-Security 460	tration Systems	FORM			
1. AGENCY INFORMAT	ΠΟN:			***************************************	R	ev. 4 - 03/08/2021			
COORDINATOR REQUESTOR DEPARTMENT – DIVISION: MSC# and ZIP Only:	-		BUILD	EST DATE					
2. COMPLETE THIS PORT			RY OR BACK-UP BI		DINATORS.				
PRIMARY COORDINATO			EXPLANATION ary Keys & Cores	Only	Primar	ry Keys, Cores and Badges			
FIRST: PHONE:		MIDDLE INITIAL: LAS NAN							
BACK-UP COORDINATOR	R 1: Check 1 box only		EXPLANATION:						
Backup Badges Only	SELECT AP	PROP	PRIATE ACCES	S LEVEL	Backup	Keys, Cores and Badges			
PHONE:	NCID:		EMAIL						
BACK-UP COORDINATOR Backup Badges Only	R 2: Check 1 box only	-	EXPLANATION:	Only	Backup	Backup Keys, Cores and Badges			
FIRST:		DLE INITIAL:	LAST NAN						
PHONE:			NCID: EMAIL						
3. COMPLETE THIS PORTIC COORDINATOR REMOVAL I Primary Badges Only Backup Badges Only		Prim	************	Only	-	y Keys, Cores and Badges Keys, Cores and Badges			
FIRST:	MIDDLE INITIAL:		LAST NAME:			NCID:			
FIRST:	MIDDLE INITIAL:		LAST NAME:			NCID:			
4. ONLY APPROVED BUI 5. An FMD ReaDY ADMIN 6. GO TO https://ncadmin. Your electronic permis to process keys, cores Coordinator and unde Building Coordinator v	ReaDY Application N WILL CONTACT Extended to the contact of the co	ACH PE visions/fa a valid quests ackup plicatio	thtps://sonc.asse RSON VIA E-MAI addity-management Building Coord s on their behalf Coordinators.	etworks.cloud/ L TO CONFIRM t for additional dinator provide f. There can co All forms mu not be proces	THEY ARE AND	ACTIVE COORDINATORS and information. wer for an individual Primary Building			
Primary Building Coordin		I, Secu	rity systems wi		DATE:				
Security Systems O		v	VORK ORDER NUMB	1771					

How to fill out your BCF (Building Coordinator Form)

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

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

BCI	Norti Division	h Caro n of Fa		rtment o agemen 236-0460	f Adm t-Seci	ninistr urity S	syste	ms	ORI	VI
1. AGENCY INFORMATION	(Call if there	aleal	ny questio	ns perta	ming	to till	is uo		v. 4 - 03/08/2021	()
COORDINATOR REQUESTOR:	57.57.50 V		F	REQUEST	DATE			(3,000		
DEPARTMENT - DIVISION:	REQUEST DATE:									
MSC# and ZIP Only:				TELEPHONE #						
2. COMPLETE THIS PORTIO	ON TO ADD A NEW	PRIMA	RY OR BACK	-UP BUILI	DING (OORD	INAT	ORS.		
PRIMARY COORDINATOR:	Check 1 box only	I	EXPLANATI	ON				******		
Primary Badges Only		Prima	ary Keys & (Cores Onl	у			Primary	Keys, Cores and Bad	lges
FIRST: PHONE: SEI	LECT APPROPE	RIATE	ACCESS	LEVEL	44	NAM	IE:			
BACK-UP COORDINATOR	: Check 1 box only	T	XPLANATI	ON:						
Packup Badges Only			up Keys & C					Backup K	Ceys, Cores and Badg	es
						·		and bullet		
FIRST:	*******	IIDDLE INITIAL:		LAST NAME:		E:				
PHONE:		NCID:			EMA	JL:				
BACK-UP COORDINATOR	2: Check 1 box only	I	EXPLANATI	ON:						
Backup Badges Only		Back	Backup Keys & Cores Only					Backup Keys, Cores and Badges		
FIRST:	1-	MIDD	I E INITIAL	1	LAST	NAM	IF.			/
		NCID:								
PHONE:	niera			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,						
3. COMPLETE THIS PORTION COORDINATOR REMOVAL RE					IATOR	•				
Primary Badges Only	QUEST: CHECK I DOX					- :	_	Primary	Keys, Cores and Bad	PPS
Backup Badges Only		Primary Keys & Cores Only Backup Keys & Cores Only					Backup Keys, Cores and Badges			
to the second se	4000									
FIRST:	MIDDLE INITIAL:		LAST NAME:					NCID:		
FIRST: MIDDLE INITIAL:			LAST NAME:				NCID:			
4. ONLY APPROVED BUILI I 5. An FMD ReaDY ADMIN V	ReaDY Application	HERE:	https://son	c.assetw	orks.c	loud/r	eady	and the second		ORS
6. GO TO https://ncadmin.ne	c.gov/about-doa/divi	sions/fa	cility-manag	ement fo	r addi	tional	guid	elines ar	nd information.	
Your electronic permissi to process keys, cores a Coordinator and under Building Coordinator via	ind/or badge red them <u>only</u> (2) Ba	quests ickup licatio	on their b Coordinat on or they	ehalf. T tors. All will not	here form be pr	can o s <i>mus</i> ocess	nly b	e (1) P	rimary Building	al
Primary Building Coordina	itor - sign	à				D	ATE			
Security Systems Off	fice Use Only:	w	ORK ORDER	NUMBER						

How to fill out your BCF (Building Coordinator Form)

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

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

BCF	North Division	DING COORDINATOR Carolina Departmen of Facility Managem 984-236-04 ire any questions pe	t of Adminis ent-Security 160	tration Systems		RM			
1. AGENCY INFORMATION:				1	Rev. 4 - 03/08/2	021			
COORDINATOR REQUESTOR:		REQUE							
DEPARTMENT - DIVISION:		BUILD	NG NAME						
MSC# and ZIP Only:		TELEPI							
2. COMPLETE THIS PORTION TO A		IMARY OR BACK-UP BU	JILDING COOR	RDINATORS.					
PRIMARY COORDINATOR: check:		EXPLANATION		7					
Primary Badges Only		Primary Keys & Cores	Primary Keys, Cores and Badges						
FIRST:	1	MIDDLE INITIAL:	ME:						
PHONE:	1	ICID:							
BACK-UP COORDINATOR 1: Check	k 1 box only	EXPLANATION:							
Backup Badges Only		Backup Keys & Cores C	nly	Backup Keys, Cores and Badges					
FIRST:	N	MIDDLE INITIAL:	LAST NAI	LAST NAME:					
PHONE:	N	CID:	EMAIL	EMAIL					
BACK-UP COORDINATOR 2: Check	k t how only	EXPLANATION:							
Backup Badges Only	K I DOX ONLY	Backup Keys & Cores C)nly	Backur	Backup Keys, Cores and Badges				
	1-1-22	buttup ite ja a cores c			p Keys, cores an	a budges			
FIRST:	PR∩PRI∆	TE ACCESS LEVE	AST NAI	ME:					
PHONE:	TO REM		MAIL						
3. COMPLETE TI			OR.						
COORDINATOR REMOVAL REQUEST:		Primary Keys & Cores		Drima	ny Vous Coros au	nd Badges			
Primary Badges Only Backup Badges Only		Backup Keys & Cores C	Primary Keys, Cores and Badges Backup Keys, Cores and Badges						
ter terminal	1000			1					
FIRST: MIDDLI	INITIAL:	LAST NAME:			NCID:				
			NCID:						
FIRST: MIDDL	E INITIAL:	LAST NAME:							
5. An FMD ReaDY ADMIN WILL CO 6. GO TO https://ncadmin.nc.gov/ab Your electronic permission belato process keys, cores and/or Coordinator and under them of Building Coordinator via the Re	Application H ONTACT EAC out-doa/division ow from a v badge requ only (2) Bac eaDY Applic hank you, S	ERE: https://sonc.asse H PERSON VIA E-MAII ons/facility-management valid Building Coord jests on their behalf kup Coordinators. /	for additionation for additionation provements. There can all forms much to be processing agreement.	Wready M THEY ARE al guidelines ides the po only be (1) ust come fr	ACTIVE COOR and information wer for an inc Primary Build	DINATORS n. dividual ling			
Security Systems Office Use	Only:	WORK ORDER NUMB	En.						