Appendix C

U.S. General Services Administration
Public Buildings Service
Great Lakes Region

Cipher Lock Code Application

Applicant Information

Name _____ _____ _____
Last First M.I.

Agency/Division/Branch or Company _____

Work Address _____

Work Phone Number _____

☐ Federal Employee ☐ Contractor

Access requested:

☐ Telecom Closets ☐ Mechanical Space

☐ Electric Closets

Please specify the location of the closet(s) you require access to:

_____

_____

_____

I, _____, understand that this cipher lock code is used to track access to the building's mechanical spaces and utility closets. I am responsible for having this code in my possession at all times. I will not provide this code to others or use it to permit entry to others. I will obtain approval from GSA at least 48 hours in advance of installing new equipment in the closets or mechanical spaces.

Applicant's Signature _____ Date _____

Dirksen Courthouse Field Office
219 South Dearborn St.
Suite 200 Chicago, IL 60604
Phone: 312.353.6996
Email: Dirksen.Bldg.Mgmt@gsa.gov

Authorized Agency Approver Information

Name _____ Title _____

I, _____, authorize the requested access for the applicant. I will notify the Dirksen Property Management Office immediately at 312.353.6996 if the applicant separates from this agency so that their access can be terminated.

Signature _____ Date _____

GSA Property Management Approval

Name _____ Title _____

Signature _____ Date _____

****

Cipher code issued to: _____

Acceptance Signature _____ Date _____

Government ID checked and cipher code issued by: _____

Signature _____ Date _____

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