



# Agency Building Access Coordinators

One Martin Luther King, Jr. Drive, Atlanta, Georgia 30334 • Phone: 404-656-3251 • Fax: 404-651-7518

Agency Building Access Coordinators are the liaison between an agency and GBA. The role is vital since GBA cannot process any requests unless the request is submitted by the Agency Building Access Coordinator using the Capitol Hill Access Control System.

Agency Building Access Coordinators' duties include:


- Verifying information on employees, temporaries, and contractors while ensuring that the information entered into the Capitol Hill Access Control System is accurate and up-to-date
- Requesting access cards for verified employees, temporaries and contractors
- Updating/adding/removing access for employees, temporaries and contractors in a timely manner
- Requesting replacement access cards
- Compiling reports on agency space and staff
- Deactivating access cards in a timely manner and returning inactive access cards to the GBA Parking and Access Office for proper decommissioning of these items


Agency Building Access Coordinators must comply with the GBA Building Policies. Failure by an Agency Building Access Coordinator to properly perform the duties outlined above or in the Building Policies may lead to the removal of their designation.


List individuals below who are requesting Agency Building Access Coordinators designation for your agency and have authority to request building access from the Georgia Building Authority.


**Contact [petra.anderson@gba.ga.gov](mailto:petra.anderson@gba.ga.gov) to update coordinator contact information.**


### Add Agency Building Access Coordinator


 Name \_\_\_\_\_

 Agency \_\_\_\_\_


 Location \_\_\_\_\_


 Phone \_\_\_\_\_


 Fax \_\_\_\_\_


 Email \_\_\_\_\_


### Remove Agency Building Access Coordinator


 Name \_\_\_\_\_

 Agency \_\_\_\_\_

 Location \_\_\_\_\_

 Phone \_\_\_\_\_

 Fax \_\_\_\_\_

 Email \_\_\_\_\_

I have read this form and the Building Policies. I agree to carry out the duties of an Agency Building Access Coordinator in accordance with the terms set forth in this form and the Building Policies.

AGENCY BUILDING ACCESS COORDINATOR TO BE ADDED (Signature)

AGENCY HEAD OR DESIGNEE (Print)

AGENCY HEAD OR DESIGNEE (Signature)