PROJECT SITE ACCESS FORM

CONSTRUCTION ADMINISTRATION NON UNIVERSITY EMPLOYEE

Once Estus access has been established, this form is used to request project site access. During Pre-Design and Pre-Construction meetings, this form should be completed for any third party requiring access to a specific project site.

FOR REQUESTING PARTY TO COMPLETE:

Company: ____________________________________________

Non-Employee Full Name: ________________________________

Non-Employee Email: ________________________________

Non-Employee Estus Username: ____________________________

UA Project Affiliation (GC, AE, Sub, Consultant, etc.): ________________________________

UA Project Manager: ______________________________________

UA Project Number/UA Project Name: ________________________________

Please note:
*Email accounts are not created for non-employees.

**Accounts will expire within one year of activation, and will be renewed upon request at that time, unless otherwise requested by the Department Head and/or the Department Contact.

By submission of this form, you are requesting access for the non-employee and accepting responsibility for the usage of this account. All account usage must comply with the Policies and Procedures of the division of Financial Affairs and The University of Alabama. This information will be sent to FA IT Support for processing. The Requesting Department Head and the Department Contact will be sent a copy of this request and be notified once the project site access is set up.

PLEASE RETURN COMPLETED FORM TO YOUR UNIVERSITY OF ALABAMA PROJECT MANAGER.

If you have any questions, please contact Brandi Williams (bwilliams@fa.ua.edu) or Allyson McDaniel (amcdaniel@fa.ua.edu).