

**University of Cincinnati**  
**Department of Public Safety / Technical Services**  
**Access Door / Reader Acceptance Form**

VAR \_\_\_\_\_ Technician \_\_\_\_\_  
 Building \_\_\_\_\_  
 Project # / name \_\_\_\_\_  
 Door Location \_\_\_\_\_ Room # \_\_\_\_\_ Door # \_\_\_\_\_ of \_\_\_\_\_ Doors  
 Lock \_\_\_ Strike \_\_\_ Model \_\_\_\_\_ F Safe F Secure 12V 24 V  
 Power Transfer \_\_\_ Electric Hinge \_\_\_ Brand/Model \_\_\_\_\_  
 Reader Y N Model \_\_\_\_\_ WIU4 Y N Location \_\_\_\_\_  
 Power Supply Type/Location \_\_\_\_\_  
 Door Contact \_\_\_\_\_ REX \_\_\_\_\_  
 Panic Device Y N Brand/Model \_\_\_\_\_  
 Panic Power Supply Type/Location \_\_\_\_\_  
 Handicap Y N Button Location \_\_\_\_\_ tied into access Y N  
 Special Notes for Door \_\_\_\_\_

**VAR**

*(Inspection cannot be completed unless As-Built drawings have been submitted. Inspection will be within 10 business days after receipt.)*

As-Built drawings submitted?	Y	N	_____
As-Built drawings complete? (locations, paths, wire #'s)	Y	N	_____
UC RP40 BE Reader?	Y	N	_____
Reader properly installed?	Y	N	_____
Reader functioning?	Y	N	_____
Reader reprogrammed?	Y	N	_____
Reader labeled with number & UCPS sticker?	Y	N	_____
Reader at correct height?	Y	N	_____
Plastic mounting boxes?	Y	N	_____
Wiring is Color coded banana peel?	Y	N	_____
Wires properly concealed?	Y	N	_____
Wires neatly routed to/thru door?	Y	N	_____
Wiring protected (cable connectors / bushings)	Y	N	_____
Cables labeled on both ends?	Y	N	_____
Penetrations sealed?	Y	N	_____
Power Supply Labeled ?	Y	N	_____
Batteries installed and labeled? (record date)	Y	N	_____

**UC Technician**

(After Controller installation is inspected and approved, VAR can schedule a time with UC technicians to program the Panel into the access system.)

Controller Number/Name \_\_\_\_\_  
 UC standard applied \_\_\_\_\_ Areas defined \_\_\_\_\_ Schedules defined \_\_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**UC & VAR**

Approved: Y N  
 UC Technician date \_\_\_\_\_ VAR date: \_\_\_\_\_  
 Name: \_\_\_\_\_ Name: \_\_\_\_\_  
 Sign: \_\_\_\_\_ Sign: \_\_\_\_\_