

**Security System Alarm
Account Request**



Requesting Department: _____ **Contact Name/Phone:** _____
Location (building; room): _____ **System Type:** Burglary Panic Robbery
Vendor: _____ **Address:** _____
Contact Name/Phone: _____ **Account # (assigned by DPS):** _____

I. REVIEWS/APPROVALS:

- 1. Police Department (818) 677-2764**
Campus Policy & Fact Sheets distributed
Alarm System need assessed & submittals (Reviewed by Captain-Police Operations)
Project reviewed/approved by the Chief of Police
Chief of Police Signature/Date: _____
- 2. Facilities Planning (818) 677-2561** (new & renovated projects using Group 1 & Group 2 budget structures)
Reviewed & project approved by Campus Architect
Reviewed by Campus Architect-FPD&C approval not needed, forwarded to PPM for review
Signature/Date: _____
- 3. Purchasing & Contract Administration (818) 677-2301**
Vendor requirements met
Purchase Order issued (PO number) # _____
Signature/Date: _____
- 4. Physical Plant Management (818) 677-2222**
Submittals provided & site reviewed
Panel location approved
Peoplesoft requisition submitted for alarm panel padlock & 3 keys (PPM Lockshop)
Installation plans approved
Wiring Schematics/Drawings received
Signature/Date: _____
- 5. Information Technology (818) 677-5700**
Peoplesoft requisition submitted; Ticket # _____
Site reviewed & install plans approved
Dedicated phone line & number assigned; Phone # _____
Signature/Date: _____
- 6. Asset Management (818) 677-5540**
Equipment recorded & tagged (when acquisition costs over \$2,000)
Signature/Date: _____

II. FINAL REVIEW & CONNECTION:

- 7. Police Department (818) 677-2764**
DPS Alarm detail form received
Account number assigned
Panel padlock keys (3) received by PPM Lockshop
As-Built Drawings provided to PPM
Testing completed
Account Activated
DPS/IT Coordinator Signature/Date: _____