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E•0] I[hkgl XIsh <[G <EEIhh <gl QhhkIG j] ZIZDIgh ]N jPI E]ZZk[Qj  
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<gl<h jP<j hlgpl <h hkdd]gj <gl<h N]g jPIQg <hhQO[IG <E<GIZQ  
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X YXIsh jPgd]dlg]Ns jPI /j<jl ]N <[ZQD]GkQYQj]Yjs]Gs jPI 1[QplghQjs  
Y]EXhZjQPh• < p]Q]Y<Q]][g[Q]G h]I[EQ][N]g]G[GGp]G Gk<Y  
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hld<g<N]Z jPQplg]PQ]g]E]N]gEQYQjQIh \$dIlg<jQ][h hP<Y  
Ip<YkjP]hIEkgQ]hkgI E<khIG Ds jP+<ZOEhQ]OdXIs  
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ADDENDUM No. 1 to CONCORD CAMPUS  
ISSUANCE OF NON MASTER KEY(S)/ACCESS TO CONCORD CAMPUS ONLY

I. ISSUANCE OF NON MASTER KEY(S)/ACCESS TO CONCORD FACULTY AND STAFF

- a. University will provide key(s)/access to employees who work on the Concord Campus and who business needs require key(s)/access
- b. Issuance of any key(s)/access shall be authorized by the Executive Director, Concord Campus, and approved by the Director of Facilities Operations

II. KEY(S)/ACCESS REQUEST PROCEDURE

- a. Key(s)/access request authorization and approval: All requests must include an academic program need or business need justification specific to the Concord Campus and an authorization signature from the Executive Director of the Concord Campus
- b. Request for key(s)/access shall be reviewed and approved by the Director of Facilities Operations or designee.

III. KEY(S)/ACCESS PICKUP - for Concord business needs Ps a0.59 TC( t)-2.998 (h)2.995 (o)-5 (n)2.998 (c)10 (o)-5 (