

Department of Chemistry and Biochemistry Electronic Lock/Room Access Request Form

Name (Print): _____

Employee ID Number: _____

Job Description:

- Undergrad Student Research Assistant
 Student Employee
 Adjunct/Part Time Teacher
 Staff (Full Time)
 Tenure/Tenure-Track Faculty
 Clinical Faculty/Lecturer
 Research Faculty
 Lab Teacher (Full Time)
 Grad Student
 Other: _____

Contact Info (email and/or phone number): _____

ID Card Proxy Number (5 or 6 Digit code on back of ID card): _____

Room/Floor Access Needed (check all that apply):

(1) Academic Room Access List – For teaching assignments only

<input type="checkbox"/> Building Access	<input type="checkbox"/> 331 (Copier Room)	<input type="checkbox"/> 352 (Ice and LN2 dewer)
<input type="checkbox"/> 305 (Teaching Lab)	<input type="checkbox"/> 351 (Teaching Lab)	<input type="checkbox"/> 349 (Teaching Lab)
<input type="checkbox"/> 308 (Teaching Lab)	<input type="checkbox"/> 335 (Computer Lab)	<input type="checkbox"/> 358 (Teaching Lab)
<input type="checkbox"/> All Academic Rooms (*Karen/Donna)		

(Special Permission Needed for ALL rooms listed below – Please Get Appropriate Supervisor to initial – ** Indicates primary approver, chair can also approve anything listed below*)

(2) Research Room Access List

<input type="checkbox"/> 300 (McDougal Lab)	<input type="checkbox"/> 301 (Cornell Lab)	<input type="checkbox"/> 304 (Russell Lab)
<input type="checkbox"/> 336 (Warner Lab)	<input type="checkbox"/> 337 (Brown/Colson Lab)	<input type="checkbox"/> 338 (Charlier Lab)
<input type="checkbox"/> 338A (McDougal Lab)	<input type="checkbox"/> 339A (LeMaster Lab)	<input type="checkbox"/> 362 (Nagarajan Lab)
<input type="checkbox"/> 356 (LeMaster Lab)	<input type="checkbox"/> 361 (Lee/Russell Lab)	<input type="checkbox"/> 339 (Grad Student Room)
<input type="checkbox"/> 363 (Ausman Lab)	<input type="checkbox"/> 412 (Callahan Lab) *requires 4th floor access door	<input type="checkbox"/> MATH129 (King Lab) (*key access)

(3) Departmental Operations Room Access List

<input type="checkbox"/> 156 (NMR Lab- <i>*Joe</i>)	<input type="checkbox"/> 305 (Rotovap- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 306/A (Fluorometer/Balances- <i>*Kathleen/Jon</i>)
<input type="checkbox"/> 357 (AAS- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 354 (GC/MS- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 307 & 360/A (Stockrooms- <i>*Kathleen/Jon</i>)
<input type="checkbox"/> 355 (GC/FID- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 350 (IR/Polarimeter- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 308 (UV-Vis- <i>*Kathleen/Jon</i>)
<input type="checkbox"/> 346 (<i>*McDougal</i>)	<input type="checkbox"/> 361 (u-IRscope/FT-Raman- <i>*Kathleen/Jon</i>)	<input type="checkbox"/> 359 (LC/MS- <i>*Kathleen/Jon</i>)
		<input type="checkbox"/> 401 (biohazard room- <i>*any faculty</i>)

(4) Departmental Administrative Access List

<input type="checkbox"/> 4 th Floor Access Door	<input type="checkbox"/> E106 (C.I.C.- <i>*Karen/Nicole/Donna</i>)	<input type="checkbox"/> E108 (Lab Teacher Offices) <i>*Karen/Donna</i>
<input type="checkbox"/> 154 (Admin <i>*Karen/Donna</i>)	<input type="checkbox"/> E107 (C.I.C.- <i>*Karen/Nicole/Donna</i>)	

(5) Special Grouping Access List

<input type="checkbox"/> Grad Student – List (1) + 339 (<i>*Karen/Grad Chair</i>)
<input type="checkbox"/> F/T Lab Teacher – List (1) + List (4) (<i>*Karen/Donna</i>)
<input type="checkbox"/> Stockroom Student Employee – List (1) + List (2) + List (3) + 4 th floor access (<i>*Kathleen/Jon</i>)
<input type="checkbox"/> Other (Specify, including keys) (<i>*Chair</i>):
<input type="checkbox"/> All Chemistry Electronic Locks (<i>*Chair</i>)

Supervisor Signature: _____

Date: _____

Supervisor Print Name: _____

Date of Expiration for listed access: _____