

DEPARTMENT OF EARTH OCEAN AND ATMOSPHERIC SCIENCES

KEY AUTHORIZATION FORM

ESB, EOS Main & EOS South

*****PLEASE READ*****

Procedure:

- Please submit completed form to EOAS Main Office Reception, ESB 2020-2207 Main Mall
- If you require **card key access**, please also complete the 'Card Key Authorization Form' on the back of this form
- You will receive two emails from the key office after you submit your form for keys:
 - first email: Your key request has been submitted
 - second email: Your key request has been approved by UBC Key Office and keys are ready for pickup
- After you receive the second email, you can pick up your keys at the key office (Parking and Access Control Office in the UBC Bookstore) with your photo ID
- Approved key requests are only valid for *30 days* after which they become inactive and a new Form must be completed.

Note:

- **Key requests for new students & employees will not be processed until their completed Personal Safety Information Checklist and Safety Training Record forms are received by the EOAS Main Office.**
- Key Office will collect a **refundable deposit of \$20** for new key users
- **Please identify any key that is a replacement for a lost or stolen key.**

Issued Keys:

Entrance:

EOS South (9G15) (Faculty, Graduate Students, Postdocs, Visitors)

EOS Main (9G37) (Undergraduate Students, Short-Term Visitors)

Please note that EOS Main access for Faculty, Graduate Students, Postdocs and Visitors is by Card Key. See reverse side of this form.

Office: (please specify the building: ESB, EOS Main, EOS South)

Bldg/Room Number: _____ Bldg/Room Number: _____

Bldg/Room Number: _____ Bldg/Room Number: _____

Laboratory: (please specify the building: ESB, EOS Main, EOS South)

Bldg/Room Number: _____ Bldg/Room Number: _____

Bldg/Room Number: _____ Bldg/Room Number: _____

ECAC: <input type="checkbox"/> EOS Main, Room 109	Grad Student SubMaster: <input type="checkbox"/> EOS Main, 5G-4
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Please encircle one*: Faculty / Staff / Undergrad / Grad / Postdoc / Visitor (* required)

Date: _____

Requester's Name*: _____ UBC Card #: _____
(Required for card key access; 5 or 6-digit # at back of UBC card preceded by *)

Student/Employee # *: _____ SIN (Canadian Visitors Only): _____

Name of Supervisor*: _____ Supervisor Signature*: _____

Requester's Email*: _____ Requester's Signature*: _____

Office Use Only: Key Request #: _____	Date Processed: _____	Visitor Card #: _____
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DEPARTMENT OF EARTH OCEAN AND ATMOSPHERIC SCIENCES

CARD KEY AUTHORIZATION FORM

ESB & EOS Main

Important:

Please also complete the Key Authorization Form on the back of this form.

ESB

Please check all that apply:

<input type="checkbox"/> Basement	<input type="checkbox"/> After-hours access to building
<input type="checkbox"/> After-hours access to 2 nd Floor	<input type="checkbox"/> After-hours access to 3 rd Floor
<input type="checkbox"/> After-hours access to 4 th Floor	<input type="checkbox"/> After-hours access to 5 th Floor
<input type="checkbox"/> Access to Lab 2042	<input type="checkbox"/> Access to Lab 2052
<input type="checkbox"/> Access to Lab 2062	<input type="checkbox"/> Access to Lab 3042
<input type="checkbox"/> Access to Lab 3052	<input type="checkbox"/> Access to Lab 3062
<input type="checkbox"/> Access to Lab 4033	<input type="checkbox"/> Access to Lab 4042
<input type="checkbox"/> Access to Lab 4052	<input type="checkbox"/> Access to Clean Room (Corridor Door/Stairwell)
<input type="checkbox"/> After-hours access to MDRU Resource Centre	<input type="checkbox"/> Access to 5030 Suites
<input type="checkbox"/> After-hours access to Conference Centre	
<input type="checkbox"/> Other – please specify	

EOS Main

<input type="checkbox"/> Access to Front Door	<input type="checkbox"/> Access to Basement Door
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Visitors Cards

(For Visitors requiring Card Key access who are not eligible to receive a UBC Card. A \$10 deposit is required.)

Visitor Start Date: _____	Visitor End Date: _____
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