EOAS key and access request form

Before filling this form:

1. The user must have fully completed EOAS Workplace Safety Orientation form (received and verified by the EOAS Main Office).
2. Before requesting a key for an office space, please make sure to contact Kimberly Tietjen (ktietjen@eoas.ubc.ca) to request office space.
3. Master and submaster keys are no longer provided by UBC.

Instructions:

1. Fill in this form electronically (the PDF can be edited).
2. Submit the completed form by email to sebastian.medrano@ubc.ca
3. You will receive an email from the UBC Key Desk after your key request has been processed by them and keys are ready for pick up. The email will include instructions as to where to pick up your keys.
4. Please identify any key that is a replacement for a lost or stolen key.

Date: _____

Key holder's Name:	Key holder student / employee number	Key holder's email (UBC key desk will communicate using this email)

UBC iClass number[1]	Key holder's job title

Supervisor's name:	Supervisor's signature: (click here for a guide on how to electronically sign documents)

Only for visiting staff		
Visitor start date	Visitor end date	SIN (Canadian Visitors Only):

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[1] See instructions of where to locate the iClass number at end of the form

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Required keys:

Office space(s)	
Building (Select an option)	**Room number**

Laboratory space(s)	
Building (Select an option)	**Room number** (e.g. 168)

Required card access:

ESB	
After-hours access to building	
Basement	
After-hours access to 2nd Floor	
Access to Lab 2042	
Access to Lab 2052	
Access to Lab 2062	
After-hours access to 3rd Floor	
Access to Lab 3042	
Access to Lab 3052	
Access to Lab 3062	
After-hours access to 4th Floor	
Access to Lab 4033	
Access to Lab 4042	

Access to Lab 4052	
Access to Clean Room (Corridor Door/Stairwell)	
After-hours access to 5th Floor	
After-hours access to MDRU Resource Centre	
Access to 5030 Suites	
After-hours access to Conference Centre	
Other – please specify	

EOS-Main	
Access to Front Door	
Access to Basement Door	

iClass digits location: these are the 5 to 6 digits before the space of your iClass number in the back of your cards. In the example below it is 99999.