

THE UNIVERSITY OF BRITISH COLUMBIA
Department of Civil Engineering
Student Access Request Form

To request room access (key, electronic access or punch-code access) , please complete this form and submit it to the Civil Engineering Front Office. If requesting a key, you will be emailed by **Access & Parking Security Office** when the key is ready for pickup. If requesting electronic access or punch code access, you will be contacted by email.

The Workplace Training (see HSE section of Civil Engineering Website) must be completed before access is given to any area.

REFUNDABLE KEY DEPOSIT (Cash Only, deposits only required for keys, not punch codes or electronic access)

- A \$50 refundable deposit is required by the Department.
- A \$20 refundable deposit is required by Access & Parking Security (paid when you pick up your keys)

NOTE: Individual key deposits will be returned in full when all keys are returned.

Name _____ Email _____
 Student No. _____ CELL/TEL _____ Supervisor _____

Please indicate your appointment type

- Undergrad UBC Student Graduate UBC Student Visiting Student

Initial: _____ I have completed the Workplace Training for area I am requesting access (see Workplace Training on Civil Website)

CEME Perimeter Entrances UBCcard Activation (please indicate 6-digit code found on the back of the card, it will have an * in front of the 6-digit number).

- CEME Offices**
- | | |
|--|---|
| <input type="checkbox"/> UBC Card Activation for CEME 1201 | <input type="checkbox"/> CEME 1003, 1003A (1003:1, 22E-AB4) |
| <input type="checkbox"/> CEME 2001 (2001:1, 22E-AB11) | <input type="checkbox"/> CEME 2201 CM (2201:1, 22E-AB5) |
| <input type="checkbox"/> UBC Card Activation for CEME 1007 office area | <input type="checkbox"/> Other (Specify) _____ |

LAB SPACE ACCESS – SECTION BELOW

Access to any spaces listed below (CEME Labs, Offices in Labs, Workshops and/or Research Facilities) requires that you complete a SITE SPECIFIC LAB Orientation and get authorization from your Faculty Supervisor and a Lab Manager. Please contact our Department Lab Managers via email at labmanagers@civil.ubc.ca to schedule your site specific training.

- CEME Labs**
- | | |
|--|--|
| <input type="checkbox"/> CEME 1012D, 1012J (1012D:1, 22E-AB28) | <input type="checkbox"/> UBCcard Activation for CEME1301,1306,1304 |
| <input type="checkbox"/> CEME Other (specify) _____ | <input type="checkbox"/> UBCcard Activation for CEME 1012 |
| <input type="checkbox"/> PUNCHCODES CEME 1006, 1010, 1012G (specify rooms) _____ | |
- RH/EERF**
- | | |
|---|---|
| <input type="checkbox"/> RH 139 Hydro Lab External Entrance. (H:1, 22E-AC3) | <input type="checkbox"/> RH East Hallway Entrance (D1:1, 22E-AC1) |
| <input type="checkbox"/> RH 148, 149, 139A Hydro Offices (149:1, 22E-AC56) | <input type="checkbox"/> EERF perimeter access (B:1, 22E-AC26) |
| <input type="checkbox"/> RH 131,133,134 Geotech Offices (131:1, 22E-AC51) | <input type="checkbox"/> EERF 302 (302:1, 22E-AC28) |
| <input type="checkbox"/> RH 132, 135 Geotech (132:1, 22E-AC4) | <input type="checkbox"/> RH 129, 129A Structures Offices (22E-AC52) |
| <input type="checkbox"/> Rusty Hut Other (specify rooms) _____ | |
| <input type="checkbox"/> PUNCHCODES RUSTY HUT 100,130,138 (specify rooms) _____ | |
- Research Facilities**
- | | |
|--|--|
| <input type="checkbox"/> MacMillan 94, 90 (90:1, 8S-125) | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> SERC – Staging Research Center (22E-AA43) | <input type="checkbox"/> MacMillan 80 (80:1, 8S-549) |

LAB AUTHORIZATION

Faculty Supervisor (Print + Signature) _____	Date _____
Lab Manager (Print + Signature) _____	Date _____
<input type="checkbox"/> Workplace Training Completed	

Return this form along with your refundable key deposit to the Civil Engineering Office, CEME 2002
NOTE: This form will not be processed unless all areas have been signed off by appropriate personnel.

FOR OFFICE USE ONLY	Deposit Received _____	Reference # _____
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