



# Key & Card Access Form

## Department of Electrical and Computer Engineering



Donadeo Innovation Centre for Engineering (ICE)

9211 – 116 Street • Edmonton, Alberta • T6G 1H9 Canada • Tel: (780) 492-3332 • Fax: (780) 492-1811

### USER DETAILS:

Last Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

First Name: \_\_\_\_\_ ID number: \_\_\_\_\_

Email: \_\_\_\_\_ OneCard barcode: \_\_\_\_\_

Department: \_\_\_\_\_ Prox ID (5/6 digits): \_\_\_\_\_

- Role:  Faculty  PDF/Research Associate  Visiting Student  
 Support Staff  Undergraduate Student  Visiting Faculty  
 Graduate Student  Other (Specify): \_\_\_\_\_

### CARD ACCESS

- ECERF  1<sup>st</sup> Floor  5<sup>th</sup> Floor  
 3<sup>rd</sup> Floor  6<sup>th</sup> Floor  
 4<sup>th</sup> Floor  7<sup>th</sup> Floor  
 DICE  5-362  11<sup>th</sup> Floor

ACCESS GRANTED FROM: \_\_\_\_\_

UNTIL: \_\_\_\_\_

### NOTES

### ARISE REGISTRATION

Is this individual registered in the appropriate lab spaces in ARISE?  Yes  No  Not Applicable

### AUTHORIZATION

Supervisor Authorization: \_\_\_\_\_ Date: \_\_\_\_\_

### KEY ACCESS

Door Number	Key Number	Lab Training Complete	Initial (Key issued)	Issued Date	Returned Date

#### ***For office use only:***

*Online sheets updated*  Key sheet  Desk Directory  Petty cash

<input type="checkbox"/> Deposit paid	Date:	Amount:	Initials:
<input type="checkbox"/> Deposit returned	Date:	Amount:	Initials:
<input type="checkbox"/> Access Granted	Date:	Floors:	Initials:
<input type="checkbox"/> Access removed	Date:	Floors:	Initials: