

THE UNIVERSITY OF BRITISH COLUMBIA
Department of Civil Engineering
Student Key/Punch Code Request Form

To request keys or punch code door access, please complete this form and submit it to the Civil Engineering Front Office. You will be emailed by **Access & Parking Security Office** located at UBC Bookstore, when your request has been processed. **The online department HSE orientation (see civil website) must be completed before access is given to any area.**

REFUNDABLE DEPOSIT (Cash Only, deposits only required for keys, not punch codes)

- 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

- Undergraduate Student Graduate Student

Students are **NOT** issued an Alarm Code or Perimeter access to the CEME Building. Working hours are 8am - 4pm.

Initial: _____ I have completed the Department HSE Orientation found on the Civil Website under the "Our Department" tab.

CEME Perimeter Entrances iClass 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"/> CEME 1201, 1201B, 1201C (1201:1, 22E-AB3)
<input type="checkbox"/> CEME 2001 (2001:1, 22E-AB11)
<input type="checkbox"/> CEME 1007, M107 (1007:1, 22E-AB2) | <input type="checkbox"/> CEME 1003, 1003A (1003:1, 22E-AB4)
<input type="checkbox"/> CEME 2208 Shared Area (2208:1, 22E-AR1) |
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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 training.

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|----------------------------|---|--|
| CEME Labs | <input type="checkbox"/> CEME 1012D, 1012J (1012D:1, 22E-AB28)
<input type="checkbox"/> CEME Other (specify) _____
<input type="checkbox"/> PUNCHCODES CEME 1001,1008,1010,1012 (specify rooms) _____ | <input type="checkbox"/> CEME 1301,1306,1304 PUNCHCODE
<input type="checkbox"/> CEME 2201 CM Lab (2201:1, 22E-AB5) |
| RH/EERF | <input type="checkbox"/> RH 139 Hyd Ext. Entrance. (H:1, 22E-AC3)
<input type="checkbox"/> RH 148, 149, 139A Hyd (149:1, 22E-AC56)
<input type="checkbox"/> RH 131,133,134 Geo Off. (131:1, 22E-AC51)
<input type="checkbox"/> RH 132, 135 Geo (132:1, 22E-AC4)
<input type="checkbox"/> Rusty Hut Other (specify rooms) _____
<input type="checkbox"/> PUNCHCODES RUSTY HUT 100,130,138 (specify rooms) _____ | <input type="checkbox"/> Rusty Hut Entrance (D1:1, 22E-AC1)
<input type="checkbox"/> EERF perimeter access (B:1, 22E-AC26)
<input type="checkbox"/> EERF 302 (302:1, 22E-AC28) |
| Research Facilities | <input type="checkbox"/> Pilot Plant Gate (PADLOCK:6, 22E-AA43) <input type="checkbox"/> Other (specify) _____
<input type="checkbox"/> MacMillan 90, 80 (90:1, 8S-125) | |

LAB AUTHORIZATION

Supervisor's Signature (required) _____	Date _____
Lab Manager Name/Signature _____	Date _____
<input type="checkbox"/> Site 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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