

PSLA KEY AND SWIPE CARD ACCESS REQUEST FORM

Form Date: 1/9/2020

Employee Name: _____ UID: _____

Email: _____

Position/Title _____

Department _____

Building #: _____ Office: _____ Phone _____

Printed Name of Supervisor: _____

Supervisor is requesting Swipe Card Access for the locations marked below and Keys as listed on the back for the dates _____ through _____.

SUPERVISOR'S SIGNATURE: _____

SWIPE CARD ACCESS

Plant Sciences Building - #036

Rooms with names beside them need authorization in addition to supervisor signature: Please have a designated staff member approve below.

- Exterior Doors
- Hall Doors (WE2195B)
- Stairwell 2nd Floor (2188 & 2191)
- Elevator to 2nd Floor
- Elevator to 6th Floor _____ 6th Floor Faculty
- 0104 Critique Hall _____ Portia Greene or Chris Ellis
- 0111 Tool Room _____ Dennis Nola, Shaun Faulkner or Chris Ellis
- 0113 Soil Prep _____ Sydney Wallace
- 0114 Growth Chamber _____ Sydney Wallace
- 0123 Walsh Lab _____ Christopher Walsh
- 1142 MLA Studio - 1stYr _____ Lauren Argabrite or Chris Ellis
- 1144 Seminar Room _____ Chris Ellis
- 1153 Teaching Lab _____ Diana Cortez
- 2109 Conference Rm _____ Portia Greene
- 2113 Autoclave _____ Shaun Faulkner
- 2125 Grad Office _____ Portia Greene
- 2137 GIS Lab/CADD Image Lab _____ Diana Cortez or Chris Ellis
- 2148 Senior Studio - BLA _____ Lauren Argabrite or Chris Ellis
- 2150 Junior Studio - BLA _____ Lauren Argabrite or Chris Ellis
- 2152 Sophomore Studio - BLA _____ Lauren Argabrite or Chris Ellis

Plant Sciences Building - #036 - continued

<input type="checkbox"/>	2154 MLA Studio - 2 nd Year	_____	Lauren Argabrite or Chris Ellis
<input type="checkbox"/>	2156 MLA Studio - 3rd Year	_____	Lauren Argabrite or Chris Ellis
<input type="checkbox"/>	2157 LARC Print room	_____	Lauren Argabrite, Chris Behnke, Chris Ellis
<input type="checkbox"/>	2159 Lounge Room		
<input type="checkbox"/>	5131	_____	Shaun Faulkner
<input type="checkbox"/>	Fifth Floor Double Doors	_____	5 th Floor Faculty
<input type="checkbox"/>	5112 Conference Room	_____	Angus Murphy
<input type="checkbox"/>	6114 Tully Lab	_____	Kate Tully
<input type="checkbox"/>	6142 Tissue Culture Facility	_____	Gary Coleman

Greenhouse Complex - #398

<input type="checkbox"/>	Exterior Doors	_____	Sydney Wallace
<input type="checkbox"/>	1101 Ecology Lab	_____	Kate Tully, Joe Sullivan or John Lea-Cox
<input type="checkbox"/>	1111 Conf Rm (no students)	_____	Sydney Wallace or Meghan Holbert
<input type="checkbox"/>	1118 Growth Chambers	_____	Sydney Wallace or Meghan Holbert
<input type="checkbox"/>	1124 Emeritus Office		
<input type="checkbox"/>	1126 GH Tool Room	_____	Sydney Wallace or Meghan Holbert
<input type="checkbox"/>	1129 Macrococosims	_____	Sydney Wallace or Meghan Holbert
<input type="checkbox"/>	1138 Herbarium	_____	Maile Neel
<input type="checkbox"/>	1158 GH Pesticide App. Room	_____	Sydney Wallace or Meghan Holbert
<input type="checkbox"/>	Greenhouse Complex Gate	_____	Sydney Wallace

KEY(S) for the following:

BLDG	ROOM	AUTHORIZED BY:	
_____	_____	_____	_____
		<i>Name</i>	<i>Initials</i>
_____	_____	_____	_____
		<i>Name</i>	<i>Initials</i>
_____	_____	_____	_____
		<i>Name</i>	<i>Initials</i>

A \$10.00 CASH DEPOSIT will be collected from the employee for each key requested.

The \$10.00 deposit is applicable to all temporary employees, including but not limited to hourly, contractual, adjuncts, and lecturers. It is not applicable to state supported regular staff and tenure-track faculty. The deposit will be returned to the employee when the key is returned to the PSLA Business Office upon the employee's departure from the department.