

CIVIL ENGINEERING LAB ACCESS REQUEST FORM

Instructions:

- 1) Fill out request
- 2) A request may be submitted to the lab manager for signature and approval via e-mail or hard copy.
Lab Managers: Al-Kaisy (alkaisy@montana.edu), Camper (acamper@montana.edu), Berry (berry@ce.montana.edu), Jones (warren_j@erc.montana.edu), McKittrick (ladeanm@ce.montana.edu) or Mokwa (rmokwa@ce.montana.edu)
- 3) A signed request may be submitted to the CE office via hard copy (205 Cobleigh) or e-mail (cedept@ce.montana.edu).

Section A:

Requesting Department	Request Date
P.I. Requesting Lab Access (Print Name)	Phone
	Email

Section B: Please issue the following access key/keypad code to:

Name (Print keyholder name)	Grad	Undergrad	GID # (last 4 digits)
Phone	Email		
Key#(s)	Cobleigh lab(s) or room number(s)		
Comments/Equipment to be used and frequency			
Estimated Key Return Date/When does job terminate?			

Section C: Approval Signatures (for Civil Engineering use only)

Lab Supervisor Al-Kaisy Camper Berry Jones McKittrick Mokwa	Signature: _____ Date: _____
CE Admin Assoc Manager Marla Wesen	Signature: _____ Date: _____

Section D: I have read the policy below and understand its content.

Student Employee Signature _____	Date: _____
----------------------------------	-------------

- **Sharing of the keypad code is forbidden, except in the case of fire or other emergency situation. If you are asked for keypad code, do not give it out. Tell the requester to check with the appropriate lab manager.**
- **Writing the code on either side of the door is not allowed.**
- **Before receiving the code(s), all personnel will read, understand and sign this policy.**
- **Codes will be changed at least two times per year, or at the discretion of the laboratory manager.**

The above issued keys are University property and are your responsibility. Fabricating, duplicating or modifying University keys is prohibited. DO NOT loan your key to anyone. Report lost or stolen key(s) to your Building Supervisor, University police and Facilities Services as soon as possible. Key(s) must be turned in to Facilities Services at the end of your assignment and/or employment.