



Key Access Request

To request keys, please complete this form and submit it to the Mining Engineering Main Office at FORW 517 or by email to info@mining.ubc.ca. You will be emailed by **Access & Parking Security Office** located at UBC Bookstore, when your key request has been processed.

REFUNDABLE DEPOSIT

- 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 #/Employee ID:	Telephone:	Supervisor:
Room Number(s) Requiring Key Access:		Supervisor Signature:

Please indicate your appointment type

☐ Undergraduate Student	☐ Graduate Student	☐ Postdoctoral Researchers	☐ Paid Worker or Visitor
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Note: Access to any **MINE Labs, Workshops and/or Research Facilities** requires that you complete a **SITE SPECIFIC LAB Orientation**. Please contact the appropriate supervisor of the specific lab area listed below to obtain the training and have them sign this form to authorize your access.

☐ Davide Elmo – CMP 102, 110, 111, 111A, 151	☐ Ali Madiseh – CMP 109A, 109B, 155
☐ Levi Zhou – CMP 103, 109, 152	☐ inja Miskovic – CMP 304A
☐ Marek Pawlik – CMP 216	☐ Ilija Miskovic – CMP 305, 351
☐ Maria Holuszko – CMP 201A	☐ Luis Torres Cruz – CMP 310A

Lab or Area Supervisor Signature (required) _____ Date _____

Manager, Safety & Research Facilities Signature (required) _____ Date _____

Send this form with proof of ePayment to info@mining.ubc.ca

NOTE: This form will not be processed until all areas have been signed off by appropriate personnel.

FOR OFFICE USE ONLY Deposit Received _____ Reference # _____