Key Access Request Form

To request keys, please complete this form and submit it to the Mining Engineering Front 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 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: __________________________ CELL/TEL: __________________________ Supervisor: __________________________

Keys Required: __________________________________________________________

Please indicate your appointment type

☐ Undergraduate Student ☐ Graduate Student ☐ Postdoctoral Researchers ☐ Visitor

Note: Access to any MINE Labs, Workshops and/or Research Facilities requires that you complete a SITE SPECIFIC LAB Orientation. Please contact the appropriate lab manager below to obtain the training and have them sign the form to authorize your access.


☐ Libin Tong – CMP 103, 152 ☐ Sanja Miskovic – CMP 304A

☐ Marek Pawlik – CMP 216, 207 (float sink), FORW 401, 403

☐ Maria Holuszko, CMP 358, FORW 503 ☐ Ilija Miskovic – CMP 305, 351

☐ Bern Klein – CMP 111, 310, 304, 305

Supervisor’s Signature (required) __________________________ Date __________________________

Lab Manager Name (print) (required) __________________________

Lab Manager Signature (required) __________________________

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 # __________________________