

# Building Access Request

This form must be typed, signed and printed by the Building/Department Proctor. Full legal name and CWID are required. Hand written forms are not accepted. You will need to bring this completed form to the Facilities Management Lock Shop with your BlasterCard, Hard key requests will be filled only when the requester is present and with Blaster Card. Hard Keys may be picked up at Facilities Management Lock Shop, 1400 Maple St., Room 124, McNeil Hall/Parking Garage, 1<sup>st</sup> floor during operating hours posted at <http://inside.mines.edu/Access> This form is valid for 45 days.

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Date \_\_\_\_\_ CWID# \_\_\_\_\_

E-mail address \_\_\_\_\_

Phone #s Campus \_\_\_\_\_

Status: Undergrad  Grad  Faculty  Staff  Visitor   
Other  (Explain below in Additional Information Section)

Additional Information / Special Needs \_\_\_\_\_

Department \_\_\_\_\_ Building Name \_\_\_\_\_

Hard Key access	Initial	Initial
Key # _____	Key # _____	_____
Key # _____	Key # _____	_____
Key # _____	Key # _____	_____
Key # _____	Key # _____	_____
Key # _____	Key # _____	_____

The Undersigned agrees to accept the key(s) issued as noted above, subject to:  
Please read each line carefully and initial for each.

- \_\_\_\_ You must return all keys to the Lock Shop upon the termination of your formal association with Mines. *DO NOT leave them in your desk!* Keys should be returned directly to Lock Shop staff or put into the key return drop box available 24/7.
- \_\_\_\_ Replacement cost for each lost/stolen key is \$75.00 paid to Facilities Management Access Control.
- \_\_\_\_ Do not alter or duplicate keys in any way.
- \_\_\_\_ Do not loan your keys to anyone! If the keys become lost, it is your responsibility to pay the fine and report the missing keys to Mines Department of Public Safety and Facilities Management Lock Shop.
- \_\_\_\_ Keys requested to areas not in your department require approval from that departments Head.
- \_\_\_\_ Keys cannot be transferred to another individual as the individual originally signing for them is responsible for them until returned as a continuous chain of custody must be maintained. Transcript requests will be withheld until all keys have been returned and/or fees paid.

I Accept  I Decline

Key Requestor Signature \_\_\_\_\_

Building Proctor \_\_\_\_\_ Phone # \_\_\_\_\_  
(Type name)

Building Proctor Signature \_\_\_\_\_

For Requesting Department Use Only

Key Symbols \_\_\_\_\_

Updated 9/29/2020