

# KEY REQUEST and/or ID ACTIVATION FORM

Department of Chemistry and Biochemistry

College Park, Maryland

NAME: \_\_\_\_\_  
Last First M.I. Date

E-mail address: \_\_\_\_\_ Phone: \_\_\_\_\_

UID: \_\_\_\_\_ Office Ext. #: \_\_\_\_\_

## REASON FOR KEY REQUEST and/or ID Activation (Check One):

\_\_\_\_ New Staff Member \_\_\_\_ Transfer \_\_\_\_ Replace Lost Key

\_\_\_\_ New Space Assignment \_\_\_\_ Other

## EMPLOYMENT STATUS:

\_\_\_\_ Full Time Staff \_\_\_\_ Faculty \_\_\_\_ Student (Employee)

\_\_\_\_ Part Time Staff \_\_\_\_ Student (Non-Employee) \_\_\_\_ Non-University Personnel

REQUESTING KEY FOR: Room(s) Number: \_\_\_\_\_

Classification: \_\_\_\_ Undergraduate \_\_\_\_ Graduate \_\_\_\_ TA \_\_\_\_ Post – Doc

Inner Building Key: [ ] yes [ ] no Check here if female \_\_\_\_\_

## ID CARD ACTIVATION TO ENTER BUILDING:

Initial if you need activation to the Chemistry Building \_\_\_\_\_ Faculty initials \_\_\_\_\_

Initial if you need activation to the Biomolecular Sciences Building \_\_\_\_\_ Faculty initials \_\_\_\_\_

Initial if you need activation for the Edward St. John Building \_\_\_\_\_ Faculty initials \_\_\_\_\_

Initial to activate Room B0112 \_\_\_\_\_ Peter Zavalij signature \_\_\_\_\_

(X-Ray Crystallography facilities) Work hours only \_\_\_\_\_ No limitation \_\_\_\_\_

Initial to activate Room B0127 \_\_\_\_\_ Karen Gaskell signature \_\_\_\_\_

(X-Ray Photoelectron Spectroscopy) No limitation \_\_\_\_\_

Initial to activate room B0104 \_\_\_\_\_ Karen Gaskell signature \_\_\_\_\_

(AFM Facilities) No limitation \_\_\_\_\_

Initial to activate Room B0128 \_\_\_\_\_ Fu Chen signature \_\_\_\_\_

Initial to activate Room B0117 \_\_\_\_\_ Fu Chen signature \_\_\_\_\_

(NMR & EPR facilities) Work hours only \_\_\_\_\_ No limitation \_\_\_\_\_

Initial to activate BMS 1105 \_\_\_\_\_ Daoning Zhang signature \_\_\_\_\_

(BioNMR facilities) Work hours only \_\_\_\_\_ No limitation \_\_\_\_\_

Initial to activate Room 2342 (Laser Lab) \_\_\_\_\_ Falvey or Blough signature \_\_\_\_\_

Initial to activate Room 0300 \_\_\_\_\_ Lawrence Sita \_\_\_\_\_

Initial to activate Room 1122 \_\_\_\_\_ Scott Taylor \_\_\_\_\_

Article 27 Section 336B of the Annotated Code of Maryland. Reads in Part, “It is unlawful to use, distribute, manufacture, Duplicate or possess keys capable of being used in locks in or on property owned or leased by the state, unless authorization to do so”. The above relates to any University Key marked “U of M”, “Unlawful to duplicate” or “Do Not Duplicate”. Any violation of the subsection shall be a misdemeanor and punishable upon conviction by a fine not to exceed \$500.00 for each offense.

I fully understand Article 27 Section 336B, and my signature so constitutes.

**All keys are to be RETURNED to the Key Monitor.  
A fee of \$10.00 per key will be charged for replacing lost keys.**

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

**All key requests require approval of your Principal Investigator (PI) for the area(s). No key will be distributed without an approving signature.**

\_\_\_\_\_  
Principal Investigator's Printed Name

\_\_\_\_\_  
Principal Investigator's Signature

\_\_\_\_\_  
Date

**Date Form Recv'd:**

**Date Key Requested:**

**Date key Recv'd**