

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