# Staff, Visitor & Student Door Access

**Once your have the necessary signatures please e-mail this form to keys@chem.gla.ac.uk.**

This is to confirm that the person named below can be cleared to access the Joseph Black Building. Charges will be made either via MyCampus or by invoice (bank transfer) depending on status.

**Please Print Clearly: illegible forms will not be processed**

|  |  |
| --- | --- |
| **Name:** |  |
| **Staff or Student Number:** |  |
| **Status:** | **Please tick the relevant option:**Staff – Academic ⬜ Support ⬜ PDRA ⬜Postgraduate Student ⬜\*Visitor ⬜ \*Other ⬜ please specify**\*N.B. 9-5pm Mon-Fri Access Only or see Out of Hours Justification** |
| **Out of Hours Justification:**This section **must** be authorised by a School Principal Investigator/ Supervisor | **Reason:****PI Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****PI Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Fob (Front Door and Labs)****£20 each****Additional Lab/Office Keys****£10 each** | **Fob - Front Door:****Fob - Other Area/s(Labs etc):****Keys issued:****Total Deposits: £** |
| **Start Date:** |  |
| **End Date :** |  |
| **Date Key Provided** |  | Safety Induction Completed |  |

I agree to return keys/fobs provided to me no later than 28 days after the end date indicated on this form, otherwise I will not receive any reimbursement:

Signed …………………………………………………. Date ……………………………….