

# Building/Office Access to Wallace Hall

## 3737 Brooklyn Ave NE

- \_\_\_\_\_ Deb: hard key
- \_\_\_\_\_ Fred: CAAMS
- \_\_\_\_\_ Mary: sign
- \_\_\_\_\_ Jed: enter in "climatepalace"
- \_\_\_\_\_ Angela: create mailbox
- \_\_\_\_\_ Angela: name on door
- \_\_\_\_\_ Deb: file

Sponsor: Please complete the top half of the form and obtain the JISAO Administrator (Mary Smith's) signature. This form then goes to Deborah Malarek, who will issue the key(s).

Request date: \_\_\_\_\_

Name of person needing access: \_\_\_\_\_

Email address: \_\_\_\_\_

Employee ID # or Student ID #: \_\_\_\_\_

Access end date: \_\_\_\_\_

Status (circle one):      permanent    grad student    undergrad    temp    other \_\_\_\_\_

Room #: \_\_\_\_\_

Is Husky Card access needed?      Yes                  No

Should person be added to the "climatepalace" email list?      Yes                  No

Should person be listed in JISAO's online phone directory?      Yes                  No

Does the person need a mailbox?      Yes                  No

Sponsor name: \_\_\_\_\_

JISAO Administrator signature: \_\_\_\_\_

I hereby acknowledge receipt of the following (check all that apply):

X	Access type	Key number(s)	Access removal/ key return date	Done by
<input checked="" type="checkbox"/>	Husky card access			
<input type="checkbox"/>	Temporary keycard			
<input type="checkbox"/>	Hard key(s)			

Although the Husky Card, temporary keycard and/or hard key(s) will be in my possession, I understand that it remains the property of the University of Washington. I agree not to release it to other persons to use. (Word of caution: failure to comply with this agreement will result in deactivation of access privileges and/or revocation of your keys.)

I take full responsibility for loss or damage to the Husky Card/ keycard/ hard key(s) during the time it is in my possession. I understand that I must return a damaged keycard/ key(s) in order to obtain a replacement, and if my Husky Card/ keycard/ hard key is lost or stolen, I must immediately notify Deborah Malarek (dmalarek@uw.edu).

I also understand that I must return the Husky card/ keycard/ hard key(s) upon termination of my current status at the ACC building.

**Key holder's signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_