

Building/Office Access to Wallace Hall

3737 Brooklyn Ave NE

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).

- _____ Deb: hard key
- _____ Fred: CAAMS
- _____ Mary: sign
- _____ Jed: enter in "climatepalace"
- _____ Hayden: create mailbox
- _____ Hayden: name on door
- _____ Deb: file
- _____ Deb: retrieve key
- _____ Fred: remove CAAMS access
- _____ Jed: remove from "climatepalace"
- _____ Deb: file

Request date: _____

Name of person needing access: _____

Email address: _____

Employee ID # or Student ID #: _____

Access end date: _____

Status (circle one): permanent gradstudent 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 Deboarh 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:** _____