

CICOES CAAMS Access and Key Request
3737 Brooklyn Ave NE, Seattle

Sponsor: Please complete the items highlighted in yellow and send to the Building Coordinator

CURRENT BUILDING COORDINTOR
Fred Averick | faverick@uw.edu | 206-616-6763 | Room 132

What unit is this person in?

CICOES AMP Lab
eDNA Lab

Request date:

Name of person needing access:

Email address:

Employee ID # or Student ID #:

Access end date:

Status (enter on line): permanent gradstudent undergrad temp other

Room #:

Is CAAMS access needed? Yes No
Should person be added to the "wallacehall@uw.edu" email list? Yes No List person in CICOES online phone directory? Yes No
Does the person need a mailbox? Yes No

Sponsor name:

Sponsor signature:

Building Coord signature:

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

Table with 5 columns: Access type, Key number(s), Access removal/ key return date, Done by. Rows include Husky card access, Temporary keycard, and 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 Building Coordinator.

I also understand that I must return the Husky card/ keycard upon termination of my current status at the Wallace Hall building.

CAAMS/key Recipient: Date:

- CAAMS access/key
- CAAMS access
- retrieve key
- enter in "wallacehall"
- remove from WH list
- add to CICOES directory
- remove from directory
- create mailbox
- create door sign
- Building Coord signature