

# BRASS KEY and CARD SWIPE Request Form

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

OSU Email/Name.# \_\_\_\_\_

Employee/Student # (the short # on front of BuckID): \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor/Group: \_\_\_\_\_

## BRASS KEYS

- Do you need an outside-door key for **Evans Lab?** (MUA-44) circle→ Yes No
- Do you need an outside-door key for **Newman/Wolfrom Lab** or **McPherson Lab?** (J5A-1)  
circle→ Yes No
- Do you need an outside-door key for **Biological Sciences?** (CS-01) circle→ Yes No

Building	Room #'s

## CARD SWIPE

- Do you need after-hours swipe access for CBEC? circle→ Yes No
- Do you need after-hours swipe Access for Celeste? circle→ Yes No
- Do you need after-hours swipe Access for Riffe? circle→ Yes No

Building	Room #'s

**To Applicant Advisor: I have discussed with this applicant the safety procedures & precautions that must be followed while the applicant is under my supervision.**

Supervisor sign: \_\_\_\_\_ Date: \_\_\_\_\_

**To the Applicant: I understand the safety procedures and precautions as explained to me by my supervisor. I agree that I will not permit an unauthorized person to have access to these buildings or rooms.**

Applicant sign: \_\_\_\_\_ Date: \_\_\_\_\_