

AIMS KEY-FOB ACTIVATION REQUEST FORM



Name: _____

Date: _____

Department: _____

CC Centre: _____

Group / PI: _____

CF Centre: _____

Phone: _____

Fund: _____

Email: _____

Facility Access

Key-fob access to the AIMS Laboratory may be granted to users in the Department of Chemistry in consultation with the Laboratory Manager. Member groups are responsible for ensuring that individual users follow appropriate procedures for maintaining the security of the facility and reporting unauthorized access. Key-fobs are issued on an individual basis and are not to be shared amongst users or used as a common 'group' key.

Key-fobs are issued centrally through the business office (deposit required) and can be programmed to permit access to several Departmental Facilities. Please note, access may be revoked at the discretion of the Laboratory Manager to maintain compliance with Departmental Policies.

I acknowledge having read this notice and accept the above conditions:

User Signature

Research Director (PI)