



PROXY CARD ACCESS REQUEST FORM

Department: _____ Date: _____

Department Authorization: _____

Department Contact: _____ Ext. #: _____

Proxy/Swipe Card Access Requested for: Faculty Staff Student Other: _____

NOTE: All Students and Visitors must have a de-activation date.

First Name	Last Name	Proxy Card #	Deactivation Date

Building Swipe Access	Please Check	Building Proxy Access	Please Check
573 Glenridge Main Entrance Doors	<input type="checkbox"/>	Brock Research & Innovation Centre	<input type="checkbox"/>
Mackenzie Chown (D-F-J) Exterior	<input type="checkbox"/>	Cairns Exterior Doors 24/7	<input type="checkbox"/>
Schmon Tower 12 th Floor	<input type="checkbox"/>	Cairns Stair/Elevator	<input type="checkbox"/>
Schmon Tower 13 th Floor	<input type="checkbox"/>	Cairns Stair/Elevator 8am/6pm	<input type="checkbox"/>
Schmon Tower 14 th Floor	<input type="checkbox"/>	Cairns Loading Dock	<input type="checkbox"/>
Taro South Entrance	<input type="checkbox"/>	Cairns BioLinc Exterior Door	<input type="checkbox"/>
Theal House	<input type="checkbox"/>	Cairns BioLinc Exterior Door 8 am–6 pm	<input type="checkbox"/>
		International Centre Main Entrance	<input type="checkbox"/>
		Mackenzie Chown (IH-B-H) Exterior	<input type="checkbox"/>
		Plaza Stairs & Elevator Floors 5 & 6 (Evenings and Weekends)	<input type="checkbox"/>
		Welch Hall Main Entrance	<input type="checkbox"/>
Swipe access not listed above please list the Building & Location below	<input type="checkbox"/>	Proxy access not listed above please list the Building & Location below	<input type="checkbox"/>

Please allow 3 – 5 days for activation.
 The request form can be e-mailed to: KeysAndSwipe@brocku.ca or it can be sent through interoffice mail to:
 Facilities Management – GLN111

Do not punch holes in the Proximity Card, as it will deactivate the censor.