

Proxy, Keys & Swipe Request Form



All students require a deactivation date (when swipe access should expire). All students with access to labs must have a signed statement, that they have completed the appropriate level of safety course(s) before card swipe access to the building is granted. These forms are to be kept within the individual departments' files.

Supervisor: _____

Office & Extension _____

Requestor's Information

First Name

Last Name

Brock email address

Deactivation Date (required)

Completed Safety Training Yes / No

Proxy Card # 00861

Bar Code # A29157002613607A



Cairns Building		Yes / No	
Cylinder storage	CRN 244	<input type="checkbox"/>	<input type="checkbox"/>
Biohazard room	CRN 245	<input type="checkbox"/>	<input type="checkbox"/>
will contact FMS	Exterior (After hours)	Proxy <input type="checkbox"/>	<input type="checkbox"/>
will contact FMS	Elevator (After hours)	Proxy <input type="checkbox"/>	<input type="checkbox"/>
<i>Other Labs (include owner)</i>	<i>list here</i>	Prox <input type="checkbox"/>	<input type="checkbox"/>

MacKenzie Chown		Yes / No	
Cylinder/Liquid Nitro Room	G200	Swipe <input type="checkbox"/>	<input type="checkbox"/>
Exterior MacChown Access	will contact FMS	Swipe <input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Please submit the completed and signed forms to John Clutterbuck, jclutterbuck@brocku.ca

*Note that the card will cease to function on the deactivation date.
Changes to the deactivation date can be requested by the supervisor using this form*