



Key Request Form

Name: _____

(Last)

(First)

Contact Info

UW & Non-UW Email: _____

Phone: _____

Employee/Student ID Number: _____

PI / Supervisor: _____

Department / Affiliation: _____

Expected End Date (MM/DD/YYYY): _____

Departmental Status:

Faculty Staff

Graduate Undergraduate

Post-Doc Visitor

Other: _____

Keys

Hitchcock

Exterior Door

Room: _____

Room: _____

Johnson[†]

Room: _____

Room: _____

LSB

Procedure Rooms

Room: _____

Pedestal/Desk #: _____

Cardswipe

Access is added to your Husky Card and takes two business days to activate.

Alternate cards are available with deposit.

Hitchcock

Chambers (027)

Instructional Supplies (103)

Washer (118)[‡]

Percivals/Ice Machine (508)

Centrifuges (520)

Physics-Astronomy Annex

Imaging (031, 039, 055 hallway, 079, 083)

Wind Tunnel (040)

Life Sciences Complex

Exterior Doors

Teaching Labs

POD Level _____

Instructions

Bring your completed form to the Biology Administrative Front Desk (Kincaid 150). A deposit of **\$10 per key/card** is required and payable by check or cash (exact change required).

[†] For Johnson exterior door access bring a copy of this form to Earth & Space Sciences (JHN 070).

[‡] Access to HCK 118 is restricted and requires proof of AUMS clearance. Ask your supervisor for details.

By signing the **Key Request Form** you agree to the following conditions posted at: biology.washington.edu/admin-gateway/departmental/key-cardswipe-access

Key Requester Signature: _____

Authorizing PI/Supervisor

By signing you are agreeing that all safety training has been completed.

Print: _____

Sign: _____

Version 3.0 Updated 3/16/2022