



# 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 ☐ Permanent Staff  
☐ Graduate ☐ Undergraduate/ Student Employee  
☐ Post-Doc ☐ Visitor  
☐ Other: \_\_\_\_\_

## Keys

### Hitchcock

- ☐ Exterior Door  
☐ Room: \_\_\_\_\_  
☐ Room: \_\_\_\_\_

### Johnson<sup>†</sup>

- ☐ Room: \_\_\_\_\_  
☐ Room: \_\_\_\_\_

### LSB

- ☐ Procedure Rooms  
☐ Room: \_\_\_\_\_  
☐ Pedestal/Desk #: \_\_\_\_\_

## Card Access

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)<sup>‡</sup>  
☐ Percivals/Ice Machine (508)  
☐ Centrifuges (520)

### Physics-Astronomy Annex

- ☐ Imaging (031, 039, 055 hallway, 079, 083)  
☐ Wind Tunnel (040)

### LSB

- ☐ Exterior Doors  
☐ Teaching Labs  
☐ POD level \_\_\_\_\_

## Instructions

Email completed and signed form to [biokeys@uw.edu](mailto:biokeys@uw.edu). If physical keys are needed, Biokeys will schedule an appointment at the Biology Administrative Front Desk (LSB 108). A deposit of \$10 per key/card is required and payable by check or cash (exact change required).

<sup>†</sup> For Johnson exterior door access bring a copy of this form to Earth & Space Sciences (JHN 070).

<sup>‡</sup> 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:

<https://www.biology.washington.edu/admin-gateway/departamental/key-cardswipe-access>

**Key Requester Signature:** \_\_\_\_\_

## Authorizing PI/Supervisor

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

Print: \_\_\_\_\_

Sign: \_\_\_\_\_