

Burnaby Campus Access Requisition: Instructions on completing the form

Before you complete an access requisition, have you filled out a workspace request form?
 If you are requesting access to most FHS wet or dry lab areas, please complete this first.

Instructions: From the Safety Risk Services Access Control (Keys/Cards & Fobs) webpage, complete the access requisition form,* have it approved/reviewed by the project PI (Principle Investigator) and submit the original electronic/excel version (*not a pdf*) to fhsrecep@sfu.ca. **DO NOT** send in your request yourself to Access Control as they will not accept it without the proper approval from FHS Dean’s Office.

**must* use the most current version from SRS webpage

Filling out the form: REQUIRED INFORMATION:

Top section: must be fully completed by the person requesting access.

Last Name _____	Given Name _____		
SFU ID _____	Email _____	Holder Dept _____	Faculty of Health Sciences (4010)
Classification: Classification Faculty (must provide SFU ID) Other - use other menu Staff - SFU paid - via payroll (includes TA's) (must provide SFU ID) Staff - SFU non-payroll volunteer, consultant or Professor emeritus Student - Grad or Post Doc (not paid by SFU - must provide SFU ID) Student - Undergrad (must provide SFU ID) 	Sub-Group: _____		
FOB REQUEST			
<i>Menu for access rights (complete form electronically)</i>			

- You may use a cell phone in lieu of an SFU ID (eg. volunteers)
- Always provide an SFU email unless you do not have one (eg. volunteers)

Key request section:

Building is **BLU**
 Room/Door # (eg. an office #)
 Core # (rarely used/small number on the lock hardware)
 To request a common* key – sample:

KEY REQUEST			
			If known
Building	Room/Door #	Core #	Key to be returned by YYYYMMDD
BLU			AWA-1
BLU			AWA-2

Please note - cabinet/desk keys are ordered via a locksmith work order

New Fob

Additional Information: _____

Office use only (key code may be entered if known)				
Keyway	Bitting	Hook	Key Code	SN

Enter “BLU” in the key request field with the common key code (AWA-1 or AWA-2) in the corresponding line of the Additional Information box or in the core # section. Access Control no longer wants the key code information within the Key code area.

*common keys are keys that open multiple doors. Refer to “What types of Access will you need in Blusson Hall?” for more information on the FHS common keys.

Fob request section:

- All card entries must have an effective and expiry date-the maximum date for staff is currently an expiry of 17 Dec 2025-- failure to include a date will result in a one-year period being set. Students should be entered in as the “end date of each term”
- You must check off if this is a New Fob or Update existing fob

New Fob Update existing fob Card/Fob #:

IMPORTANT: If you do not check the box “Dept. covering Fob Sale Fee, then you will be charged this amount.”

NOTE: SFU paid Staff/Faculty & dept assigned key/fob costs must be paid by department, **Account # required for all requests.**

- Individual responsible for Key Deposit or Fob Sale Fee (not applicable for SFU faculty or staff including TSSU members)
- Requesting departments wishes to waive student / visitor deposit for this request or Contractor Agreement attached
- Department covering Fob Sale Fee (required for all staff / faculty requests)
- Department responsible for Key Service Charge(s) (Applicable to all key requests)

Note: FHS will pay for all card/fob fees for paid staff, students & faculty: check the box “Card Sale Payments.” Undergraduate students, volunteers, etc. will be required to pay their own deposits on keys and to purchase the fob (non-refundable) as per SFU policy.

We will fill in the account code for all **FHS** access requests.

Account Code:

(format is 0000-FF-DDDD-PPPPP or 0000-FF-JJJJJJJJ eg: 7460-11-1234-00000) (Object-Fund-Dept-Program or Object-Fund-Project)

Object – GL 7460 for service charge & sale / 6199 for deposit will be used **Note: Research Grants not authorized for these charges**

NON-FHS access requests: If this is an external research group within Blusson Hall, you must provide a valid departmental account code. Eg. VPR, SFU RDC, etc.

Authorization Details section:

This section will be completed by the Dean’s Office:

AUTHORIZATION DETAILS (TO BE COMPLETED BY AN AUTHORIZED DEPARTMENTAL ACCESS CONTROL SIGNING AUTHORITY)

I understand that by signing and submitting this request that the person listed above is required to pick-up their key/card/fob from Access Control DISC 1, 1300 within 30 days unless details are supplied in additional information field above.

As the signing authority, I understand that I am responsible to advise Access Control if the person is leaving the department/SFU & arrange for all keys

NOTE: Authorization below must be made by an Access Control approved signing authority only

Date _____ Department Faculty of Health Sciences (4010)

Authorized by (print/type): _____ Computing ID: _____ Phone #: _____

Signature: not required if emailed from authorized signing authority using blue button ->

Approval & Authorization for all access requests:

FHS has a 2-step internal approval process for all key/card access requests within Blusson Hall.

- 1) Principal Investigators/Supervisors are required to authorize all access requests in FHS wet & dry labs by email or signature on the form (bottom right section). This is done by asking (or cc’ing) the PI/Supervisor when you email your request to fhsexcep@sfu.ca.

*For the CL3 lab, VPA, Lab Manager Dwayne Ashman approves all requests. Darrin Grund authorizes all RDC requests.

- 2) The Receptionist (or designate) will attach the PI email approval to the request, or check for a signature. The Director, Operations (or designate) will provide the final approval signature.

Picking up keys/fobs/cards

The instructions for picking up the keys/fob will be emailed to the key/card requester from the Dean's Office Receptionist, *once* the form has been submitted to the Access Control office. It is always recommended that you confirm with Access Control office that your access request is ready, before you go to pick up your keys/fobs. Access Control does not routinely notify people when keys are ready!

Extension, adjustment or reactivation requests:

Extension requests (that is, update card/fob expiry dates) on card/fob access are processed electronically (via email to fhsrecep@sfu.ca). The PI, Supervisor, Lab Manager will approve & request all extension requests by emailing fhsrecep@sfu.ca. ***Please include your SFU ID # with the request.** Once the Receptionist receives the email, the request will be forwarded to Access Control (access_control@sfu.ca). It is often updated the same day depending on how busy the key office is, however allow for 2-3 days processing during peak periods such as the beginning of the semester.