**Science Security Access Request Template**

**To be completed by supervisor**

**Do not scan this form, please submit in word format**

**Supervisor Name:**

**Faculty / School / Institute:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Staff / Student / Honorary** | **Staff / Student / Honorary**  **(ID Number)** | **Provide a description for the type of access required. Please provide as much detail as possible to assist**  **e.g. after hours, standard hours, general floor, foyer, workspace access**  [**You can also refer here for more specific access groups**](https://staff.uts.edu.au/teams/scifacilities/pages/documents.aspx?RootFolder=%2Fteams%2Fscifacilities%2FSecurityAdministration%2FDoor%20and%20Floor%20Access%20Groups&FolderCTID=0x0120009C30D959C501A048AE3AA2D75CD4693F&View=%7b8FFD20D8-84A6-4D1C-B75D-90B9601E896A%7d) | **Building (s) Access**  **Bldg. 4**  **Bldg. 7** | **Floor (s) Access**  **Use new floor number scheme,** | **List Access lifts** | **Key Cabinet**  **(specify what keys)** |
| *Example: Doe* | *Example: John* | *Example: Student* | *Example: 000000* | *Example: Requires general floor access and lab access to Environment Research labs or general office space only etc.* | *Example:*  *4 and 7* | *Example:*  *5* | *Example:*  *Thomas st: lvl 2,3,4,6*  *Harris st:*  *Lvl 2,3,4,6* | *Example: level & lab key, glass house key etc..* |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

***By completing and submitting this form you are declaring the person(s) listed in the above table have completed all essential training, induction processes and risk assessments.***

*(Note: it is at the discretion of the Facility Manager to approve access to this request based on the fulfilment of all essential requirements to access the required facilities)*