|  |
| --- |
|  University Facilities Management**ELECTRONIC LOCK FORM (ELF)**Lock Shop 330-672-78461781 Summit Street, Kent, OH 44242 Email ufm\_service\_center@kent.edu**Note:** Please return completed and signed form to Michelle, mkanesut@kent.edu. All part-time faculty or staff and students will have a one-year expiration date. **Must go to lockshop to complete renewals or get new cards.** |
| **Date** |  |
| **Work Request Number** |  |
| **Building** |  |
| **Index Number** |  |
| **Authorized Signature** |  |
| **Employee Type:**(Key cards are not given to one semester or new individual investigation undergrads or volunteers)  | PT Faculty [ ]  FT Faculty [ ]  PT Staff [ ]  FT Staff [ ] Grad Student [ ]  Undergrad Student [ ]  |
| **Additions:****Name and Kent State I.D. Number****Include Card no. If they already have one.****If More than one person include term for each.** | Name: Banner ID: KSU Email:BEST: PED:**OSHA CITI Training Completion Date:** **For Animal Facility Access:** **Protocol #:**  **IACUC CITI Training Completion Date:** |
| **Room Number(s) Additions:** |  |
| **Rom number(s) Deletions:** |  |
| **Additional Comments****(If undergrad student request, please provide justification)** |   |