



Department of Civil & Resource Engineering
Dalhousie University

KEY REQUEST & LAB USAGE FORM

DATE:

E-MAIL ADDRESS:

NAME:

STUDENT NUMBER:

outside Dept. Affiliate

Please specify your position:

Support Staff; Faculty; Research Assistant; Part-Time Faculty; Graduate Student; Undergrad Student;
 *Other

 *For **non-Students/Faculty/Support Staff** (post-doc fellows, research assistants, visiting scholars, etc.):

Supervisor to provide: Position

Purpose

Duration: from

to

Supervisor:

Supervisor's Signature:

Department Head:

Dept. Head's Signature:

STUDENTS ONLY:

TERM: Winter ; Summer ; Fall

Academic Year:

Key(s) will be issued on a yearly basis to Graduate Students and on term basis to undergraduate students.
 Key must be returned within two weeks after last day of classes of that term.

Supervisor:

Supervisor's signature:

LAB USAGE (Lab Hours are: 7:30 a.m.-4:00 p.m.(M-F)-NO KEYS ARE ISSUED FOR Q OR N LABS

Safety orientation given by:

After-hours policy discussed with Supervisor:

Technician's Signature:

CRE Safety Chair's signature:

ALL (read & sign):

I understand that by accepting the key/s listed below that the following conditions will apply:

- I understand that a \$20.00 deposit is required for each key request(except for faculty & Civil & Res. Support staff);
- It is my responsibility to return all keys back to the department no later than **TWO WEEKS** after the academic year (undergraduate students return keys within two weeks after the last day of classes); failure to return all keys may result in holding my transcript and records issued by Dalhousie University;
- I understand that if I lose a key I will be charged with the replacement cost of the lock;
- I will not loan this (these) key(s) to anyone.

For lab usage: I confirm that I have received the safety orientation from the above noted technician and I agree that I will abide by the safety regulations and lab rules.

Signature:

Room/ Lab Number	Key #	Date Out	Deposit Received	Deposit Waived	Deposit Sent to FS	Date key Returned	Deposit Returned

NO KEY DEPOSIT WILL BE RETURNED UNTIL A TECHNICIAN HAS CONFIRMED THAT ALL LAB EQUIPMENT USED IS ACCOUNTED FOR & ANY SAMPLES/MATERIALS PERTAINING TO A PROJECT HAVE BEEN CLEANED OR REMOVED FROM THE LAB
 (Technician's confirmation) (date)