

Applicant Information:

Last Name: _____ First Name: _____

Status (Please check one):

<i>Deposit required:</i>	<i>No deposit required:</i>	<i>Others:</i>
<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate/Ph.D./Teaching Assistant <input type="checkbox"/> Post-Doc Fellow <input type="checkbox"/> Research Assistant/Associate <input type="checkbox"/> Lab Technician	<input type="checkbox"/> Faculty <input type="checkbox"/> Teaching Technician <input type="checkbox"/> Administrative Staff	<input type="checkbox"/> Please specify: _____ _____ _____

Personnel/Student #: _____ UTSC Telephone #: _____ E-Mail: _____

Areas requested:

Offices, Research Labs, & Common-Use Rooms			
Keys	Room Number	Key Code	Access card
	1) _____	_____	<i>Please note processing of access cards takes 1 – 2 weeks.</i>
	2) _____	_____	<i>Only one card will be issued to each personnel.</i>
	3) _____	_____	<input type="checkbox"/> SW-327V & SW-327 Boonstra/Campbell/McGowan Labs
	4) _____	_____	<input type="checkbox"/> SW-426 Treanor Lab
	5) _____	_____	<input type="checkbox"/> SY-014 Basement Growth Lab
	6) _____	_____	<input type="checkbox"/> 2 nd Floor SY Labs (SY-215, SY-235, SY-270)
	7) _____	_____	<input type="checkbox"/> Others: _____
	8) _____	_____	_____
Expected return date of keys: _____			Expiry date of access card: _____

Deposit option (please check one):

Please note, deposit for office, research lab, and common-use room keys and access card is separate from the deposit for teaching lab keys.

- Option 1: A one-time **\$50** cash deposit is required from the applicant for a set of keys and access card and will be refunded once **ALL** keys and access card are returned.
Receipt #: _____
- Option 2: A \$15 fee (per key and access card requested) will be charged to the faculty member's PERA grant and will be credited once keys and access card are returned.
Faculty Name: _____
Cost Centre: _____ Fund Centre: _____
\$15 per key/access card x _____ key(s)/access card = \$ _____ Debit Memo#: _____
- Option 3: A one-time cash deposit was paid previously. No additional deposit required.
- Option 4: No deposit required for faculty, teaching technicians, and administrative staff.

Note: SW-524A Graduate Student Lounge (EW38) requires completion of a separate form and a separate \$20 cash deposit.

University of Toronto Scarborough

Department of Biological Sciences

Teaching Labs

Room Number	Key Code	Room Number	Key Code	Room Number	Key Code
<input type="checkbox"/> SW-237	EH158	<input type="checkbox"/> SW-240	EH161	<input type="checkbox"/> SW-242	EH162
<input type="checkbox"/> SW-248	EH163	<input type="checkbox"/> SW-250	EH164	<input type="checkbox"/> SW-321	EH165
<input type="checkbox"/> SW-323	EH170	<input type="checkbox"/> Audio/Visual	AUE48		

Expected return date of keys: _____

Deposit option (please check one):

Please note, deposit for teaching lab keys is separate from the deposit for office, research lab, & common-use room keys and access card.

- Option 1: A one-time **\$20** cash deposit is required from the applicant for a set of teaching lab keys and will be refunded once **ALL** keys are returned.
Receipt #: _____
- Option 2: A one-time cash deposit was paid previously. No additional deposit required.
- Option 3: No deposit required for faculty, teaching technicians, and administrative staff.

Terms and Conditions:

- 1) Keys and access cards can only be picked up by the person to whom they have been assigned. Keys and access cards are to be picked up from Ava Auyeung in Room SW-421F, upon presentation of photo ID (e.g. student ID or driver's license).
- 2) Under no circumstances should keys or access cards issued to one individual be turned over to another individual, as this will compromise the department's records. All keys and access cards should be returned to Ava Auyeung in Room SW-421F once the individual's role in the department has ended.
- 3) No extra keys or access cards will be issued for occasional use.
- 4) Faculty will periodically be sent (via e-mail) a list of all their personnel still holding keys and access cards. This list is meant to alert faculty to retrieve any outstanding keys and access cards from personnel who have left but have not returned their keys and access cards.
- 5) Faculty and staff can obtain their own personal keys and access card without a deposit. No more than one key of any particular code or one access card will be issued, except with the permission of the department's chair.
- 6) It is acceptable to hold a set of keys in the lab (in a secure location) for common-use rooms (e.g. darkroom). This avoids the need to issue such keys to all lab members. These keys are issued to the faculty members only.
- 7) Full deposit will be refunded once **ALL** keys and access card are returned. There will be no exception and no partial refund will be made.
- 8) Deposits are forfeited if keys and access card are not returned within **6 months** of the personnel leaving the department.
- 9) Please report any lost keys or access card immediately to the department.
- 10) Personnel will be responsible for the replacement cost of lost keys or access card.

Supervisor Signature

Supervisor Name

Date

I understand and agree to the terms and conditions set forth above.

I hereby acknowledge the receipt of the above keys.

Applicant Signature

Applicant Name

Date

I hereby acknowledge the receipt of Access Card # _____

Applicant Signature

Applicant Name

Date