

APPLICATION FORM FOR ACCESS TO MECHANICAL ENGINEERING (ME) FACILITIES

ME FACULTY, STAFF AND STUDENTS

Applicant's Printed Name [First/M.I./Last]: _____

Email: _____; Cell: _____; Hokie ID #: _____

Applicant's Status (check one): Faculty Staff Graduate Post-doc Visiting Scientist

Applicant's Supervisor Name: _____; Email: _____; Dept: _____

- Your signature constitutes an agreement between you and the ME Department that you will safeguard any keys (or codes) which have been issued to you. Do not lend these keys to anyone else and do not store them in any location which is accessible by anyone other than you.
- If your keys are stolen, lost or misplaced, notify the ME facilities manager at once so that precautions can be taken to prevent unauthorized access. If, after a reasonable period, missing keys cannot be located, the corresponding locks will be re-keyed and new keys will be issued as soon as possible. Following the loss of keys, reapplication and approval for keys is required before keys will be re-issued.
- The student's supervisor approving this application agrees to any financial encumbrances as a result of key loss or theft. The cost to re-key a single lab may be \$300 or higher. The cost to re-key the building may be \$1,000 or higher. Extenuating circumstances may permit relaxation of this responsibility.
- By being granted access to ME teaching/research facilities, you agree to maintain building and laboratory security.
 - ME teaching laboratories may be accessed normally from 8:00 am to 5:00 pm, Monday through Friday. Should you find any of these facilities unlocked after normal working hours, it is your responsibility to lock them to prevent unauthorized access. If the outside doors to any ME buildings are unlocked between 11:00 pm and 6:00 am, please notify the campus police department.
 - You will not be held responsible for locking someone out of a lab or a building that was left unlocked.
 - If you notice anyone who does not appear to belong in the building or anyone who acts in a suspicious manner while in the building, contact the VT Police Department at 911 or 231-6411 (non-emergency).
 - Doors of unattended labs are not to be left propped open.

Keys will not be issued until this application is filled out in its entirety, signed by the applicant and counter-signed by the applicant's supervisor.

By signing below, I certify that I have read and understand the information above and agree to abide by these guidelines.

Signature of Applicant: _____; Date: _____

Signature of Applicant's Supervisor: _____; Date: _____

Bld. & Room No.	Key No.	Date Assigned	Date Retrieved
_____	_____	_____	_____