The keys for the rooms and perimeter access listed below will only be issued under the following conditions:

1. The form, Health, Safety and Wellness Requirements for Laboratory Work has been completed and returned.
2. That all conditions for the issuance of keys and by the Keys Office have been met.
3. That all keys must be returned at the end of your employment/study in the Department of Chemistry. Failure to return your keys may result in the following penalties.
4. Once this form has been submitted please go to https://www.uwo.ca/fm/client_services/keys.html to request your key/s online. Electronic access will be requested by the Graduate Program Coordinator (for graduate students) or the Administrative Officer (employees).

   STUDENTS: Withholding of final marks and/or pay cheque until keys are returned.
   EMPLOYEES: Withholding of final pay cheque until keys are returned.

Laboratory Supervisor:

Please authorize the room number(s) for the keys(s) to be issued.

ChB__________  ChB__________  MSA__________  MSA__________
ChB__________  ChB__________  B&G___________  B&G__________

MSA Electronic Access:  YES
Floor ______________

Chemistry Access:  YES  NO

______________________________  ______________________
Authorizing Supervisor Signature  Date

Employee / Student Name: ____________________

______________________________  ______________________
Employee/Student Signature  Date

I have read the above and agree to the conditions.