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| University Facilities Management  **ELECTRONIC LOCK FORM (ELF)**  Lock Shop 330-672-7846  1781 Summit Street, Kent, OH 44242  Email [ufm\_service\_center@kent.edu](mailto:ufm_service_center@kent.edu)  **Note:** Please return completed and signed form to Michelle, [mkanesut@kent.edu](mailto: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)** |  |