



ECE Facilities Coordinator  
 EIT Room 3156  
 (519) 888-4567 ext. 33645

# Electrical and Computer Engineering Key and Resource Request Form

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 UW Student ID (if applicable): \_\_\_\_\_ Email: \_\_\_\_\_  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_  
 Supervisor/Host: \_\_\_\_\_

**Office Space Requested?** Yes  No  \_\_\_\_\_  
 (list requested office -- to be assigned if space permits)

**Lab Access Authorized**  
 \_\_\_\_\_ List bldg. & room # \_\_\_\_\_ List bldg. & room # \_\_\_\_\_ List bldg. & room # \_\_\_\_\_

I agree to pay **research infrastructure support charges** for this individual.

ORG UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPARTMENT AFFILIATION** (please indicate if FULL TIME or PART TIME):

**Non-Permanent Affiliate** **New Appointment**  **Extension**  **Full Time**  **Part time**   
 Temporary Employee  Sessional / Lecturer  Post-Doc Fellow  Research Associate  Research Assistant   
 Casual Employee  Visiting Professor  Visiting Researcher  Visiting Scientist  Visiting Scholar

**Graduate Student** **Full Time**  **Part time**   
 PhD  MAsc  MEng  I V G S

**Undergraduate Student** **Full Time**  **Part Time**   
 ECE UG Student  Non-ECE UG Student  URI  USRA (via DOE)  URA (via DOE)

**Volunteer** **Full Time**  **Part Time**   
 Are you currently a registered University of Waterloo student? Yes  No   
 Canadian Citizen or Permanent Resident? Yes  No   
 I agree to the conditions guidelines, policies and procedures at the University of Waterloo as they exist now or as they may be changed from time to time.  
 If I am not a Canadian citizen my signature indicates that I am eligible to work under current Canadian Immigration law.  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<u>OHIP / UHIP</u>	<b>For Office Use Only:</b> <u>WORK PERMIT</u>	<u>STUDY PERMIT</u>
Validity dates	Validity dates	Validity dates

**For Office Use Only:**

<input type="checkbox"/> Appointment Letter Accepted	<input type="checkbox"/> Safety Training Complete	<input type="checkbox"/> KR Uploaded to FM
<input type="checkbox"/> Space / Desk Assigned	<input type="checkbox"/> AFF Verified	<input type="checkbox"/> KR Sent to Finance (billing)
<input type="checkbox"/> Health Insurance	_____	<input type="checkbox"/> Emailed to P/U Key

**OFFICE SPACE ASSIGNED**

\_\_\_\_\_ BUILDING – ROOM - DESK \_\_\_\_\_ SENIOR ASSOCIATE CHAIR

## RULES, REGULATIONS AND RESPONSIBILITIES GOVERNING ECE OFFICE SPACE AND/OR KEY ASSIGNMENTS

Office space in ECE is allocated (contingent upon availability) to

- **full-time, on-campus ECE Research Funded Staff or Visitors** who have a current appointment letter issued by the Dean of Engineering, Temporary Employment Contract, or invitation letter from the Department Chair;

A change of status (e.g. leaving employment or at the end of a visit) requires that the Key Holder relinquish their office and return all keys promptly to the ECE Facilities Coordinator. Keys are automatically recalled upon the expiry of appointments / contracts unless a renewal has been issued.

- **Registered full-time Electrical & Computer Engineering MASC and PhD students;**

**Students who change their enrolment status to PART TIME, INACTIVE or OFF-CAMPUS MUST return their key(s) prior to submitting their Change of Enrolment form to the Department Grad office.**

The Department is unable to provide office space to MEng or part time students. Students are encouraged to use NEXUS Labs

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### REQUESTING OFFICE SPACE and / or LAB ACCESS

#### Step # 1:

- **Supervisors/Hosts** complete and sign the fillable Key & Resource Request form available on the ECE Admin website.
  - The Supervisor/Host submits the Key & Resource Request form:
    - (a) with the appointment request package to the ECE Research Appointment Coordinator, EIT 3029
    - (b) MASC and PhD students receive a Key & Resource Request form in their orientation package; the student completes the request with his/her Supervisor and returns the form to the ECE Facilities Coordinator
- NOTE incomplete requests (e.g. Missing account number, requestor's signature, etc.) cannot be processed.

#### Step # 2:

- The Facilities Coordinator submits the Key & Resource request form to the Senior Associate Chair who allocates office space assignments and authorizes key issuance.
- The office will be assigned within 10 days of receipt of this request pending completion of **safety training**, appointment documentation (non-Faculty positions) and the Safety Manual Acknowledgement (students)

#### Step # 3:

- Once the office has been assigned and space access has been approved, the applicant will be contacted via email when the key permit is available for pickup and signature.
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### TO OBTAIN KEYS

- Key Holders take the Key Permit to the University Key Control Office (GSC 105C) adjacent to the Davis Centre.
  - This office is responsible for distributing, receiving and safekeeping of keys to facilities on campus.
  - (See: <http://plantoperations.uwaterloo.ca/services/keys.php>)
  - **KEYS REMAIN THE PROPERTY OF THE UNIVERSITY OF WATERLOO**  
Key Holders must maintain personal possession of issued University keys and/or FOBs and are responsible for their physical security. Key transfer from one person to another is strictly prohibited.
  - **Do not LEND or DUPLICATE any keys**  
Individual users are responsible for the security of any space to which they have keys and shall not admit unauthorized or non-registered persons into that space. Do not 'prop' doors open or leave them unlocked during hours when the facility is normally locked / closed.
  - **Continuing Students**  
Students who subsequently decide to request office space and/or keys as a result of a program change or who require lab access must contact the Facilities Coordinator. Requests for laboratory keys must be authorized by the Lab Owner/Manager and communicated directly to the Facilities Coordinator.
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### VACATING OFFICE SPACE & RETURNING KEYS

In consideration of the next occupant, all vacating Key Holders must:

- remove all personal belongings from the office and leave the space tidy (*anything left behind is immediately discarded*).
  - **leave the desk and/or cabinet keys in the desk drawer / hutch.**
  - return all other ECE keys and FOBs **directly** to the Facilities Coordinator
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### LOST KEYS

Lost or stolen keys must be immediately reported to the ECE Facilities Coordinator.

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*By signing this agreement, I agree to abide by the Electrical and Computer Engineering rules and regulations governing office space assignment and key issuances as referenced above.*

\_\_\_\_\_  
Key Holder Signature

\_\_\_\_\_  
Date: