

# Key Request Form

## Department of Neuroscience

Supervisors: Circle the keys that you authorize for this employee/student.  
Undergraduates must complete three weeks of training before being issued keys.

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_

Department	(Office Use Only)	
	Check Out Date	Check In Date
<b>Entrance</b> (8200)	_____	_____
<b>Dept. Key</b> (2116) 4 <sup>th</sup> & 6 <sup>th</sup> Floor Access, 401, 408, 435, 601, 606, 611, 614, 629, 644	_____	_____
<b>409</b> (7748) Office	_____	_____
<b>601a</b> (8173) Conf. Rm. Closet	_____	_____
<b>611b</b> (8178) Main Office Closet	_____	_____
<b>603</b> (8168) Carol's Office	_____	_____
<b>605</b> ( ) Alan's Office	_____	_____
<b>609</b> (5359) Jennifer's Office	_____	_____
<b>613</b> (8179) Angus' Office	_____	_____
<b>621</b> (5189) John's Office	_____	_____
<b>624</b> (2834) Becca's Office	_____	_____
<b>626</b> (3453) Amye's Office	_____	_____
<b>628</b> (8449) Rachel's Office	_____	_____
<b>642</b> (3519) Marina's Office (also opens <b>638 Ulises' Lab &amp;</b> <b>640 Ulises/Martha shared</b> <b>space</b> )	_____	_____
<b>Bio Sciences West</b>		
<b>Entrance</b> (4650)	_____	_____
<b>ADEA1</b> (137, 137A, 142, 142A, 142B, 142C, 144)	_____	_____
<b>ADEA2</b> (137b)	_____	_____
<b>Other</b> _____	_____	_____

X \_\_\_\_\_  
Approval Signature- Supervisor

Bhattacharya	(Office Use Only)	
	Check Out Date	Check In Date
<b>608, 610, 616, 620</b> (5488)	_____	_____
<b>608, 610, 616, 620, 612</b> (5487) Martha's Office	_____	_____
<b>Other</b> _____	_____	_____

X \_\_\_\_\_  
Approval Signature

Cai	(Office Use Only)	
	Check Out Date	Check In Date
<b>429, 431</b> Office, <b>433</b> (3459)	_____	_____
<b>427</b> (8190) Haijiang's Office	_____	_____
<b>437</b> (3450)	_____	_____
<b>439</b> (5370) Grad Student's Office	_____	_____
<b>Other</b> _____	_____	_____

X \_\_\_\_\_  
Approval Signature

Gronenberg	(Office Use Only)	
	Check Out Date	Check In Date
<b>422</b> (7774) Wulfila's Office	_____	_____
<b>416, 418, 420</b> (3535) Office	_____	_____
<b>Other</b> _____	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Higgins</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>426, 434</b> Student office, <b>444</b> (5081)	_____	_____
<b>426, 430</b> Chuck's Office, <b>434</b> Student office, <b>444</b> (5080)	_____	_____
Other _____	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Hildebrand</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>617, 625</b> (3438)	_____	_____
Other _____	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Miller</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>419, 421, 425</b> (4733)	_____	_____
<b>419 421, 425, 423</b> Julie's Office (4976)	_____	_____
Other _____	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Strausfeld</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>415</b> (3401) Nick's Office	_____	_____
<b>405</b> (3424) Office	_____	_____
<b>406</b> (KEYPAD)	_____	_____
<b>411, 413</b> (5688)	_____	_____
<b>411, 412, 413, 417</b> (5687)	_____	_____
<b>416b</b> (7775)	_____	_____
Other _____	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Tissue Culture Lab</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>618</b> (8453)	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Ricoy</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>624A</b> (3474) Ulises' Office	_____	_____
<b>638</b> (3519) Ulises' Lab (also opens <b>640 Ulises/Martha shared space &amp; 642 Marina's office</b> )	_____	_____

X \_\_\_\_\_  
Approval Signature

<b>Wohlgemuth</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>622, 630, 632, 632A, 634, 636,</b> Mel's Office (6533)	_____	_____
<b>622, 630, 632, 632A, 634</b> (6586)	_____	_____
Other _____	_____	_____

<b>Zinsmaier</b>	(Office Use Only)	
	Check Out Date	Check In Date
<b>623, 627</b> Konrad's Office, <b>631, 635</b> (5507)	_____	_____
<b>615, 619</b> (8182) Student Office	_____	_____
<b>623, 631, 633, 635</b> (5509)	_____	_____
Other _____	_____	_____

**Return this form to the Administrative office.**

**The Department Orientation form completed, signed, and turned in with a copy of your CatCard. The office staff will generate the necessary Key Desk paperwork. Thank you.**