Harvard University, Department of Physics

Key/Tap Access Request Form

Name:__________________________________ HUID#________________ HUID expiration date:________________

Email:__________________________________________________ Phone:_________________________________

Appointment start date:__________  End date:______________ Faculty/Group Affiliation:_____________________

Check one:

Faculty        Staff           Graduate         Undergraduate           Visitor          Post-Doc

Research Associate           Junior Fellow           Visiting Scholar            Associate         Affiliate

Visiting UG Research Fellow                Other/Notes:_________________________________________

Requesting Key for:

Building/Room number:__________________ Key #:_______________

Requesting Tap Access for:

Building (exterior doors)          Library           Administrative Offices          Mail Room
G-1             G-2         G 3-6         Parenting Room        Palfrey House       38 Oxford        Doyle Lab (L-128)
Lukin Lab (Cruft 313)                  Greiner Lab (L-128)            Guennette Lab (J-156)

Machine Shop (requires direct approval from Stan Cotreau: cotreau@fas.harvard.edu (617) 495-5217)

Print name of person requesting (Physics staff or faculty member):_________________________________________

Signature of person requesting key: ________________________________ Date:____________________

Signature of person receiving key: ________________________________ Date:____________________

Request fulfilled by:___________________________  Date: _________________   Date entered in log:____________

Date returned:_____________________   Received by: __________________________________________________

Keys may be picked up from: Stephanie Clayman at Physics reception, Jefferson 360.
Questions? Stephanie Clayman: sclayman@fas.harvard.edu 617-495-2872

NOTES:

**The person picking up the key is responsible for returning it to Stephanie Clayman, J-360**

Keys are property of Harvard University. This is only a loan.

Keys are not to be duplicated, altered, or loaned to others