

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 Other/Notes: _____

Requesting **Key** for:

Building/Room number: _____ Key #: _____

Requesting **Tap Access** for:

Building (exterior doors) Administrative Offices Mail Room
Undergrad Study G-1 G-2 G 3-6 Parenting Room
Palfrey House 38 Oxford Doyle Lab (L-123)
Lukin Group (Cruft 313) Greiner Group (L-128) Guenette Lab (J-156)
Machine Shop (*requires direct approval from Stan Cotreau: cotreau@fas.harvard.edu (617) 495-5217*)
LISE Building Access (*requires a separate form, available at Physics Reception desk*)

Physics staff or faculty member **requesting** key (*print*): _____

Person **requesting** key (*signature*): _____ Date: _____

Person **receiving** key (*signature*): _____ 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

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

Keys are property of Harvard University, and must be returned. Keys are not to be duplicated, altered, or loaned.