

CAIRNS SWIPE/PROXY CARD ACCESS REQUEST FORM

For exterior/stairway/elevator doors only. Additional information on 2nd Page.

Department: _____

Building: **The Cairns Family Health & Biosciences Research Complex (CRN)**

All students require a deactivation date. All students with access to labs must have a signed statement, that they have completed the appropriate level of safety course(s) before card swipe access to the building is granted. These forms are to be kept within the individual departments' files. Once this form is completed Facilities Management will understand that all appropriate documentation has been received and approved. Please see HREHS and Campus Security website for "Working Alone". <http://brocku.ca/hr-ehs/environment-health-safety/academic-safety>

Swipe Card Access Requested for: Faculty ☐ Staff ☐ Student ☐ Other : _____

To be activated

Name of Recipient	Bar Code # (see next page)	Proxy Card # (see next page)	Exterior Doors (Yes/No)	Stairwell/ Elevator Indicate Level 1 - 4 - 5	Deactivation Date

To be deactivated

Name of Recipient	Date to be removed

Departmental Authorization: *Sign off that Safety Orientation Sessions were completed for all listed above. Necessary for Biology, Chemistry and Applied Health Science.*

Departmental Contact Name: _____

Date: _____ Ext. # _____

Please allow 2 – 3 days for activation.

The card swipe request form can be e-mailed to: Keys.And.Swipe@BrockU.ca or it can be sent through interoffice mail to Facilities Management.

Revised: 7/16/12

Swipe or Proxy Card

We have a new Proxy Card System in place for the Cairns Family Health and Bioscience Research Complex. Please make sure that your staff or students that will be located in this building obtain the PROXY CARD from the One Card Office. Authorization to specific areas will be given through the specific Departments for activation.

Also, Mackenzie Chown entrances from *MC B* entrance by MC A Block; *MC H* entrance by joint of MC F-H-G; and the *CCOVl entrance* will also be on Proxy Access. Therefore, everyone using these entrances will require a Proxy Card.

Your former I.D. Brock Card with Swipe access will continue to function on your new Proxy Card as the information is transferred over to the bar code. Your former Swipe Card must be surrendered. This can be done by returning it to your Departments Administrative Office.

Do not punch any holes on the card itself as it will deactivate the proximity sensor. There is a charge for replacing the card.

