

# PROXY/SWIPE CARD ACCESS REQUEST FORM

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

Please see HREHS and  
Campus Security website for  
“Working Alone”

Department: \_\_\_\_\_

Building: \_\_\_\_\_

**All students with access to labs must have a signed statement, that they have completed the appropriate level of safety course(s) before card 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.**

Swipe Card Access Requested for: Faculty ☐ Staff ☐ Student ☐ Other : \_\_\_\_\_

**Check off that Safety Sessions were completed for all listed above. Necessary for Biology, Chemistry and Applied Health Science.** ☐

Name of Recipient	Bar Code #	Proxy Card # (see next page)  Necessary for CRN and MC	Room Number(s) or Lab Group (Listed by Professor)	Exterior Doors Stairwell/ Elevator (Levels 1-4-5)  (Yes/No)	Deactivation Date  (required for all students)

Department Authorization: \_\_\_\_\_

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](mailto:Keys.And.Swipe@BrockU.ca) or it can be sent  
through interoffice mail to Facilities Management.

**Revised: 9/07/12**

## Swipe or Proxy Card

**Isonas Proxy Card System** is in place for the Cairns Family Health and Bioscience Research Complex. Please make sure that your staff and students obtain the **PROXY CARD** from the **One Card Office**.

The Isonas Proxy Card System is also in place for several entrances In Mackenzie Chown.

Exterior door locations are:

MC B Block Entrance (by the MC A Block Joint)

MC H Block Entrance (by the joint entrance by MC F-H-G)

CCOVI Entrance

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 a damaged card.

