

UNC Animal Facility Key Request Information Form

INDIVIDUAL REQUESTING USE OF KEY:

Name: _____ Bear #: _____

Title: _____

Faculty Member

Staff Member

Graduate Student

Undergraduate Student

Mailing Address: _____

Signature: _____ Date: _____

If the key is for student use, identify the responsible faculty member:

Faculty Name: _____ Campus Phone: _____

E-Mail Address: _____ Other Phone: _____

Signature: _____ Date: _____

ROOM INFORMATION:

Room # for key requested:

Check one room only.

A separate form is
required for each
room key requested.

Facility Main Entrance

0307 - Holding Room #1

0309 - Holding Room #2

0311 - Holding Room #3

0308 - Holding Room #5

0300 Quarantine Room

Other Room - Identify: _____

0310 - Holding Room #6

0312 - Holding Room #7

0314 - Holding Room #8

0316 - Holding Room #9

0315 - Holding Room #10

0304 - Laboratory

Reason for needing room access:

Name of faculty researcher if key is for a holding room:

AUTHORIZING SIGNATURE:

Key requests will not be approved without authorization of the facility manager.

Animal Facility Manager: Karen Kapela, #0294 Ross Hall

Signature: _____ Date: _____

Submit this form with a completed key request card to Arlene Hansen
at the Sponsored Programs & Academic Research Center (SPARC)
Campus Box 143 or Room 25 Kepner Hall

Approved key request cards will be returned to the responsible faculty member
via campus mail unless arrangements are made to pick them up in person.

9/05