

UNC Animal Facility Key Request Information Form

INDIVIDUAL REQUESTING USE OF KEY:

Name: _____ Bear #: _____
Title: Faculty Member Campus Phone: _____
 Staff Member Other Phone: _____
 Graduate Student E-mail: _____
 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: Facility Main Entrance 0310 - Holding Room #6
Check one room only. 0307 - Holding Room #1 0312 - Holding Room #7
A separate form is 0309 - Holding Room #2 0314 - Holding Room #8
required for each 0311 - Holding Room #3 0316 - Holding Room #9
room key requested. 0308 - Holding Room #5 0315 - Holding Room #10
 0300 Quarantine Room 0304 - Laboratory
 Other Room - Identify: _____

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.