

Department of Chemistry
Western University
Conditions of Key Issuance

The keys for the rooms and perimeter access listed below will only be issued under the following conditions;

1. The form, Health, Safety and Wellness Requirements for Laboratory Work has been completed and returned.
2. That all conditions for the issuance of keys and by the Keys Office have been met.
3. That all keys must be returned at the end of your employment/study in the Department of Chemistry. Failure to return your keys may result in the following penalties.
4. Once this form has been submitted please go to https://www.uwo.ca/fm/client_services/keys.html to request your key/s on line. Electronic access will be requested by the Graduate Program Coordinator (for graduate students) or the Administrative Officer (employees).

STUDENTS: Withholding of final marks and/or pay cheque until keys are returned.

EMPLOYEES: Withholding of final pay cheque until keys are returned.

Laboratory Supervisor:

Please authorize the room number(s) for the keys(s) to be issued.

ChB _____ ChB _____ MSA _____ MSA _____

ChB _____ ChB _____ B&G _____ B&G _____

MSA Electronic Access: YES Floor _____

Chemistry Access: Perimeter: YES NO

Authorizing Supervisor Signature

Date

Employee / Student Name: _____
PRINT NAME

I have read the above and agree to the conditions.

Employee/Student Signature

Date