Electrical and Computer Engineering  
Key and Resource Request Form

Last Name: ___________________________ First Name: ___________________________
UW Student ID (if applicable): ___________________________ Email: ___________________________
Start Date: _____________ End Date: _____________
Supervisor/Host: ___________________________

Office Space Requested?  Yes ☐  No ☐  ________________________________  
(list requested office -- to be assigned if space permits)

Lab Access Authorized  
List bldg. & room #  List bldg. & room #  List bldg. & room #

I agree to pay research infrastructure support charges for this individual.  
GRS and salary funding information will be used as default billing account. Account information (work order) can be changed upon request.

Supervisor Signature: ___________________________ Date: _____________

DEPARTMENT AFFILIATION (please indicate if FULL TIME or PART TIME):

<table>
<thead>
<tr>
<th>Non-Permanent Affiliate</th>
<th>New Appointment</th>
<th>Extension</th>
<th>Hours Per Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Professor</td>
<td>Casual Employee</td>
<td>☐</td>
<td>Research Assistant</td>
</tr>
<tr>
<td>Research Professor</td>
<td>Sessional/Lecturer</td>
<td>☐</td>
<td>Research Associate</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>Visiting Scientist</td>
<td>☐</td>
<td>Visiting Researcher</td>
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<thead>
<tr>
<th>Graduate Student</th>
<th>ECE Grad</th>
<th>Non-ECE Grad</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>PhD</td>
<td>☐</td>
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<tr>
<td>MASc</td>
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<td>MEng</td>
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<td>CGSRMA</td>
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<thead>
<tr>
<th>Undergraduate Student</th>
<th>ECE UG</th>
<th>Non-ECE UG</th>
<th>Hours/Week</th>
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<tbody>
<tr>
<td>Co-Op Student</td>
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<tr>
<td>NSERC USRA</td>
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<tr>
<td>URI</td>
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<td>USRA (via DOE)</td>
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<tr>
<td>URA (via DOE)</td>
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Volunteer  
Hours Per Week  _____________  
Are you currently a registered University of Waterloo student?  Yes ☐  No ☐
Canadian Citizen or Permanent Resident?  Yes ☐  No ☐

If I am not a Canadian citizen my signature indicates that I am eligible to work under current Canadian Immigration law.

Volunteer Signature: ___________________________ Date: _____________

For Office Use Only

<table>
<thead>
<tr>
<th>OHIP / UHIP</th>
<th>WORK PERMIT</th>
<th>STUDY PERMIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Validity Dates</td>
<td>Validity Dates</td>
<td>Validity Dates</td>
</tr>
</tbody>
</table>

For Office Use Only

☐ Appointment Letter Accepted  ☐ Safety Training Complete  ☐ KR Uploaded to FM
☐ Space / Desk Assigned  ☐ Emailed to P/U Key  ☐ Health Insurance

OFFICE SPACE ASSIGNED

_________________________  ___________________________  ___________________________
BUILDING – ROOM – DESK  SENIOR ASSOCIATE CHAIR

ECE August 2017
RULES, REGULATIONS AND RESPONSIBILITIES GOVERNING ECE OFFICE SPACE AND/OR KEY ASSIGNMENTS

Office space in ECE is allocated (contingent upon availability) to

- **full-time, on-campus ECE Research Funded Staff or Visitors** who have a current appointment letter issued by the Dean of Engineering, Temporary Employment Contract, or invitation letter from the Department Chair.
- A change of status (e.g. leaving employment or at the end of a visit) requires that the Key Holder relinquish their office and return all keys promptly to the ECE Facilities Coordinator. Keys are automatically recalled upon the expiry of appointments contracts unless a renewal has been issued.
- **Registered full-time Electrical & Computer Engineering MASC and PhD students**;
  Students who change their enrolment status to PART TIME, INACTIVE or OFF-CAMPUS MUST return their key(s) prior to submitting their Change of Enrolment form to the Department Grad office.

The Department is unable to provide office space to MEng or part time students. Students are encouraged to use NEXUS Labs

### REQUESTING OFFICE SPACE and / or LAB ACCESS

#### Step # 1:
- **Supervisors/Hosts** complete and sign the fillable Key & Resource Request form available on the ECE Admin website.
- The Supervisor/Host submits the Key & Resource Request form:
  - with the appointment request package to the ECE Research Appointment Coordinator, EIT 3029
  - MASc and PhD students receive a Key & Resource Request form in their orientation package; the student completes the request with his/her Supervisor and returns the form to the ECE Facilities Coordinator

  **NOTE** incomplete requests (e.g. Missing account number, requestor’s signature, etc.) cannot be processed.

#### Step # 2:
- The Facilities Coordinator submits the Key & Resource request form to the Senior Associate Chair who allocates office space assignments and authorizes key issuance.
- The office will be assigned within 10 days of receipt of this request pending completion of safety training, appointment documentation (non-Faculty positions) and the Safety Manual Acknowledgement (students)

#### Step # 3:
- Once the office has been assigned and space access has been approved, the applicant will be contacted via email when the key permit is available for pickup and signature.

### TO OBTAIN KEYS

- Key Holders take the Key Permit to the University Key Control Office (GSC 1102) adjacent to the Davis Centre.
- This office is responsible for distributing, receiving and safekeeping of keys to facilities on campus.
- (See: [http://plantoperations.uwaterloo.ca/services/keys.php](http://plantoperations.uwaterloo.ca/services/keys.php))
- **KEYS REMAIN THE PROPERTY OF THE UNIVERSITY OF WATERLOO**
  Key Holders must maintain personal possession of issued University keys and/or FOBs and are responsible for their physical security. Key transfer from one person to another is strictly prohibited.
- **Do not LEND or DUPLICATE any keys**
  Individual users are responsible for the security of any space to which they have keys and shall not admit unauthorized or nonregistered persons into that space. Do not ‘prop’ doors open or leave them unlocked during hours when the facility is normally locked / closed.
- **Continuing Students**
  Students who subsequently decide to request office space and/or keys as a result of a program change or who require lab access must contact the Facilities Coordinator. Requests for laboratory keys must be authorized by the Lab Owner/Manager and communicated directly to the Facilities Coordinator.

**LOST KEYS** - must be **immediately** reported to the ECE Facilities Coordinator

### VACATING OFFICE SPACE & RETURNING KEYS

In consideration of the next occupant, all vacating Key Holders must:

- remove all personal belongings from the office and leave the space tidy *(anything left behind is immediately discarded).*
- **leave the desk and/or cabinet keys in the desk drawer / hutch.**
- return all other ECE keys and FOBs **directly** to the Facilities Coordinator

*By signing this agreement, I agree to conform to the policies, guidelines and procedures at the University of Waterloo as they exist now, or as they may change from time to time. I will also abide by the Electrical and Computer Engineering rules and regulations governing office space assignment and key issuances as referenced above.*

<table>
<thead>
<tr>
<th>Key Holder Signature</th>
<th>Date</th>
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