



ECE Space Coordinator
 EIT-3031
 (519) 888-4567 ext. 35339

Electrical and Computer Engineering 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 #

Supervisor Signature: _____ Date: _____

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

Non-Permanent Affiliate	New Appointment <input type="checkbox"/>	Extension <input type="checkbox"/>	Hours Per Week _____
Adjunct Professor <input type="checkbox"/>	Casual Employee <input type="checkbox"/>	Post-Doc Fellow <input type="checkbox"/>	Research Assistant <input type="checkbox"/> Research Associate <input type="checkbox"/>
Research Professor <input type="checkbox"/>	Sessional/Lecturer <input type="checkbox"/>	Temporary Employee <input type="checkbox"/>	Visiting Professor <input type="checkbox"/> Visiting Researcher <input type="checkbox"/>
Visiting Scholar <input type="checkbox"/>	Visiting Scientist <input type="checkbox"/>		

Graduate Student	ECE Grad <input type="checkbox"/>	Non-ECE Grad <input type="checkbox"/>	Full Time <input type="checkbox"/>	Part Time <input type="checkbox"/>
PhD <input type="checkbox"/>	MASc <input type="checkbox"/>	MEng <input type="checkbox"/>	IVGS <input type="checkbox"/>	CGSRMA <input type="checkbox"/>

Undergraduate Student	ECE UG <input type="checkbox"/>	Non-ECE UG <input type="checkbox"/>	Hours/Week _____
Co-Op Student <input type="checkbox"/>	NSERC USRA <input type="checkbox"/>	URI <input type="checkbox"/>	USRA (via DOE) <input type="checkbox"/> URA (via DOE) <input type="checkbox"/>

Volunteer	Hours Per Week _____	Attach Volunteer Agreement
Are you currently a registered University of Waterloo student?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Canadian Citizen or Permanent Resident?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If I am not a Canadian citizen my signature indicates that I am eligible to work under current Canadian Immigration law.</i>		
Volunteer Signature: _____	Date: _____	
For Office Use Only		
<u>OHIP / UHIP</u>	<u>WORK PERMIT</u>	<u>STUDY PERMIT</u>
Validity Dates	Validity Dates	Validity Dates

For Office Use Only		
<input type="checkbox"/> Appointment Letter Accepted	<input type="checkbox"/> Safety Training Complete	<input type="checkbox"/> KR Uploaded to FM
<input type="checkbox"/> Space / Desk Assigned	<input type="checkbox"/> Emailed to P/U Key	<input type="checkbox"/> Health Insurance
OFFICE SPACE ASSIGNED		
_____	_____	_____
BUILDING – ROOM - DESK	SPACE COORDINAOR	

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 Space 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.

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:
 - a. with the appointment request package to the ECE Research Appointment Coordinator, EIT 3038
 - b. 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 Space Coordinator

NOTE incomplete requests (e.g. Missing information, requestor's signature, etc.) cannot be processed.

Step # 2:

- The Space Coordinator 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 from the ECE Space Coordinator, EIT 3031.

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>)
- **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 Space Coordinator. Requests for laboratory keys must be authorized by the Lab Owner/Manager and communicated directly to the Space Coordinator.

LOST KEYS - must be immediately reported to the ECE Space 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 Space 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.

Key Holder Signature _____

Date _____