



Building Access Request

Date of request: _____

Please grant the following person access privileges to the Carbon Neutral Energy Solutions building.

Name: _____	GTID#: _____
Circle one: Staff Faculty Student Facilities Custodial	

Is access to wet labs needed? ___YES ___NO

If YES, must complete the online lab safety training prior to key being issued.

Is access to machine shop needed? ___YES ___NO

If YES, must complete safety training prior to working in the machine shop.

Areas to activate BuzzCard privileges (please check all that apply):

<input type="checkbox"/> General Building access (entry to building at main door, main stairs and elevator) <input type="checkbox"/> High Bay Area <input type="checkbox"/> High Pressure Room Corridor Exterior Door <input type="checkbox"/> High Pressure Room Corridor Hallway <input type="checkbox"/> High Pressure Room Corridor Stairway <input type="checkbox"/> High Pressure Room Corridor Office (#145) Date privileges to begin on: _____ Date privileges to be deactivated on: _____

I understand by signing below, I acknowledge that all BuzzCard access maybe logged and may be monitored to ensure proper safety for persons and property. I also agree that I have read and understand the information and instructions printed on the back of the BuzzCard issued to me by Georgia Tech, and that I understand and accept those responsibilities. ****ALWAYS ENSURE DOORS SECURELY CLOSE AND LOCK BEHIND YOU****

Signature of requestor: _____

Email Address: _____

Cell phone number: _____

Signature of Advisor/supervisor: _____

Department: _____

Department Advisor / Phone #: _____

_____ Safety courses completed _____ Access granted _____ Key issued _____ Email Distribution List
