

SCHOOL OF MEDICINE CARD ACCESS SYSTEM
EAST BALTIMORE CAMPUS

John G Rangos Sr. Bldg.

CLEARANCE REQUEST FORM

INTERIOR ACCESS

FACILITIES MANAGEMENT:

This section to be completed by Department of Facilities Management.

CARD# _____

Expiration Date: _____

New: _____

Entered: _____

Date

Initial

Replaces Card # _____

Add: _____

Activated: _____

Replaced by Card # _____

Delete: _____

Deleted: _____

INDIVIDUAL TO WHOM CARD WILL BE ISSUED:

This section must be completed in its entirety prior to card being activated.

Name: _____

(LAST)

(FIRST)

(M.I.)

Building: _____

I.D. Badge #: _____

Room: _____

Phone Ext.: _____

Department: _____

Department #: _____

Status:

Faculty _____

Staff _____

Student _____

House Staff _____

Fellows _____

Temporary _____

Signature: _____

Date: _____

APPROVALS:

All necessary approvals must be obtained prior to card being activated.

Department Approval:

PRINT _____

Phone# _____

Please print Center/Departmental Director name and phone #

SIGN _____

Date: _____

Center/Departmental Director signature

Facilities Management Approval: _____

Date: _____

Clearances:

Center/Department Director must initial next to each authorized clearance.

Initial

855 4th FI

4th floor passenger and freight elevator lobbies, equipment galleys, and bridge 24 hours per day.

855 5th FL

5th floor passenger and freight elevator lobbies, equipment galleys, and bridge 24 hours per day.

855 Rm 421

Confocal microscope room, 24 hours per day.

Must be approved and initialed by Randy Reed.

855 Rm 464

Microscope room, 24 hours per day.

Must be approved and initialed by Denise Montell.

855 Rm482

Confocal microscope room, 24 hours per day.

Must be approved and initialed by Gabriele Ronnet.

855 Rm 489

Animal room, 24 hours per day.

Must be approved and initialed by Gabriele Ronnet.

855 RM 561

Dark room, 24 hours per day.

Must be approved and initialed by Sheri Brandenburg-Cobb or Kay Glisan.

Please return completed forms to FACILITIES MANAGEMENT 2024 E. Monument St. Room B1101

If you have any questions or concerns, please call (410) 614-1803.