

Johns Hopkins Bloomberg School of Public Health **ID CARD ACCESS SYSTEM CLEARANCE REQUEST FORM**

Version: 11 February 2011

INSTRUCTIONS:

1. **The requesting individual must ensure that SECTION-A and SECTION-B are fully completed.** Up to three clearances may be requested using this request form; please use a separate form for additional requests. **THE ENTIRE ORIGINAL FORM, INCLUDING THE BACK PAGE, MUST BE RETURNED FOR PROPER PROCESSING – INCOMPLETE FORMS WILL BE RETURNED.**
2. Return the completed request form to W3041, 615 North Wolfe Street. Verification and entry of data takes no more than two business days to complete after receipt of the properly completed form. If you have any questions or special concerns, please contact Support Services at 5-1197 during normal business hours.

SECTION-A: Individual Requesting Card Access Contact Information (Please write clearly):

*Full Name: _____
 (Print First Name) (Print Middle Name) (Print Last Name)

*JHMI Identification Badge #: _____ & Expiration Date: _____

*Academic Department Name: _____ or Administrative Office Name: _____

Office Phone #: _____ Home Phone #: _____ Mobile Phone #: _____

Building & Room # of Requesting Individual: _____ *JHED ID of Requesting Individual: _____

Employer or Student Affiliation: JHSPH JHSOM JHH JHSON Other: _____

Title: Faculty Staff SPH Student or Contractor – Company Name & Phone #: _____

ACUC Animal Protocol (if applicable) Number: _____ Principal Investigator's Signature: _____

SECTION-B: Required Signatures:

1. *Individual Requesting Card Access
(required signature indicates sole responsibility for card use; access is intended for individual use only):

 (Sign Name) (Print Name) (Date)

2. *Authorizing Signature(s) For Requested Card Access
(refer to the back of this page for specific authorizing person(s); request forms with unauthorized signatures will not be processed):

 (Clearance #) (Sign Name) (Print Name) (Phone #) (Date)

 (Clearance #) (Sign Name) (Print Name) (Phone #) (Date)

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PLEASE NOTE: Support Services has a use-it or lose-it policy in place for database maintenance purposes. Clearances not used within 60-days are routinely removed.

Administrative Use Only:

Support Services Administrative Use: The CCure Operator will verify the appropriate approval has been given, sign off on the request and forward to Jim Leflar for final approval:

 (Sign Name) (Print Name of CCure Operator) 5-1197 (Phone #) (Date Access Request was Verified)

 (Sign Name) Jim Leflar 4-2862 (Phone #) (Date of Final Approval)

Clearance #	Reader Location Description	Authorizing Person(s):	Contact Room #	Contact Phone #
1.	Hampton House 812	William Eaton	HH852	5-3923
2.	Room WB700 (Freezers-Meyerer and Joshi or Watts) (Animals – Joshi or Watts)	Stacey Meyerer, Margi Joshi /Angelica Watts	W1033, W6615B	2-0433/ 4-5367, 2-0182
3.	Rooms EB000 & EB100 Freezers	Principal Investigator	Various	Various
4.	Room WB018	Aubrey (Chico) Eyler	B200 2024 E. Mon. St.	7-7765
5.	Rooms WB511 & WB513	Charles Gaskins	2007 E. Mon. St.	5-3451
6.	Room WB039B Mother's Room	Jim Leflar	W3501	4-2862
7.	Room WB103	Debbie Bradley	E5132	4-4233
8.	Room WB109	Jonathon Links	E7531	5-9622
9.	Room EB635B	Aubrey (Chico) Eyler	B200 2024 E. Mon. St.	7-7765
10.	Room E1002 Rear (Student Affairs)	Steve Bazzetta	E1002	2-1791
11.	Room W1100	Kim Herl	W1100	7-2620
12.	Room E1200	Debbie Bradley	E5132	4-4233
13.	Room E1300	Debbie Bradley	E5132	4-4233
14.	Room E1303	Debbie Bradley	E5132	4-4233
15.	Room W1306 Main Entrance	Margi Joshi or Angelica Watts	W1033	2-0433 or 4-5367
16.	Room W1306 Labs 1 & 2	Margi Joshi or Angelica Watts	W1033	2-0433 or 4-5367
17.	Room E1310 Front and Hallway	Debbie Bradley	E5132	4-4233
18.	Room E2214	Debbie Bradley	E5132	4-4233
19.	Room E2612	Youfa Wang	E2546	5-3102
20.	Room W2025 & WB016 (Student Group Leaders)	Katherine Lin/Ruth Fesahazion/Debora Sandiford	W2025	4-3362
21.	Room W2025, W2025A & WB016 (Student Assembly Officers)	Katherine Lin/Ruth Fesahazion/Debora Sandiford	W2025	4-3362
22.	Room W2508 (front & back doors)	Scott McVicker	W3041	5-7384
23.	Room W3300	Margi Joshi or Angelica Watts	W1033	2-0433 or 4-5367
24.	Room W3513	Patty Hubbard	E3527	5-7044
25.	Room W4008	Debbie Bradley	E5132	4-4233
26.	Room E3605	Marvin Newhouse	E3536	7-7483
27.	Room E3607	Risha Zuckerman	E3527	5-3067
28.	Room E3204	Debbie Bradley	E5132	4-4233
29.	Room E3300	Gregory Glass	E5142	5-3708
30.	Room E4012	Pamala Martin	E4519	4-2608
31.	Room E4025	Debbie Bradley	E5132	4-4233
32.	Room E4208	Debbie Bradley	E5132	4-4233
33.	Room E4210	Debbie Bradley	E5132	4-4233
34.	Room E4212	Debbie Bradley	E5132	4-4233
35.	Room E4607	Pamala Martin	E4519	4-2608
36.	Room E4611	Pamala Martin	E4519	4-2608
37.	Room E4647	Pamala Martin	E4519	4-2608
38.	Room W4700 Main Entrances	Debbie Bradley	E5132	4-4233
39.	Room W4710 BSL3	Debbie Bradley	E5132	4-4233
40.	Room E5007	Debbie Bradley	E5132	4-4233
41.	Room W5022	Debbie Bradley	E5132	4-4233
42.	Rooms W5028 & W5032	Kelly Welsh/Wayne Caushon/Karen Steuernagle	W6017	5-3748
43.	Room W5308	Debbie Bradley	E5132	4-4233
44.	Rooms E5409 & E5415	Debbie Bradley	E5132	4-4233
45.	Room W6309	Frances Burman	W6508	5-3926
46.	Rooms W6312 & W6312A	Cathleen Ewing	W5010	5-8184
47.	Room W6315	Margi Joshi or Angelica Watts	W1033	2-0433 or 4-5367
48.	Room W6620	Stacey Meyerer	W6615B	2-0182
49.	Room E7001	Judith Konig	E7644	5-4320
50.	Room W7315	Margi Joshi or Angelica Watts	W1033	2-0433 or 4-5367
51.	Room E7403	Pat Egner or John Groopman	E7403	5-2435
52.	Room E7409	Pat Egner or John Groopman	E7403	5-2435
53.	Room E7411	Pat Egner or John Groopman	E7403	5-2435
54.	Rooms E8009/E8011/E8014 International Health Student Rms.	David Peters/Elliot Rosen	E8144/E8132	2-5364/7-2509
55.	Room E8038	Cristina G. Salazar	E8518	5-3734
56.	Room W9014	Stacey Meyerer	W6615B	2-0182
57.	Room W9022 BSL 3	Ying Zhang, Sabra Klein, A. Pekosz	W9022	Various
58.	Ann Street Clearances			
59.	911 Ann St.; Front Door (Suite access, no IS access)	Cathleen Ewing	911 Ann Street	5-8184
60.	911 Ann St.; Front Door (includes Suite & IS doors)	Cathleen Ewing	911 Ann Street	5-8184
61.	911 Ann St.; IS Equipment Area (includes front door)	J.P. Garvin	W3023	4-4774
62.	2213 McElderry Street Clearances			
63.	2213 McElderry St 1 st flr	Jacquie Astemborski	McElderry 1 st flr	4-3102
64.	2213 McElderry St 2 nd flr	Roeina Love	McElderry 2 nd flr	2-5368
65.	2213 McElderry St 3 rd flr	Lisa McCall	McElderry 3 rd flr	4-5218
66.	2213 McElderry St 4 th flr	Johnathan Rose	McElderry 4 th flr	2-9503
67.	2213 McElderry St All Doors	Scott McVicker	W3041	5-7384
68.	Maintenance, House Keeping & Contractor Clearances			
69.	Contractors: general basement, freight elevator	Joe Bentz / Ken Wiggington / Jim Leflar	Various	Various
70.	3709B E. Monument St. Warehouse	RMcKenzie/JPGarvin/McCampbell/SJohng /C Gaskins	W3023 or 2007 E. Mon. St.	4-4774 / 5-3451
71.	Rooms EB300 & EB625	Joe Bentz	2007 E. Mon. St.	5-3451
72.	Maintenance (TR2, TR3, TR4, TR6 mech. Rms, circle if limited)	Joe Bentz	2007 E. Mon. St.	5-3451
73.	JHSPH Health Safety and Environment Access	John Schaeffer	2024 E. Mon. St. B200	5-5918
74.	JHSPH Housekeeping General Custodian Access	Charles Gaskins	2007 E. Mon. St.	5-3451
75.	JHSPH Housekeeping Floor Technician Access	Charles Gaskins	2007 E. Mon. St.	5-3451
76.	JHSPH Housekeeping Manager Access	Charles Gaskins	2007 E. Mon. St.	5-3451
77.	JHSPH Mail Services/ Receiving Dock Services	George Miller/ Frank Lea:	Wolfe WB401/PCTB Bsmt.	5-3746/ 5-3848
78.	Animal Resource Clearances			
79.	All JHSPH Research Animal Resources Access	Candice Wolfe / Sharon Mollander	Ross 459S	5-3273
80.	JHSPH Cage Wash (Full Access) Wolfe Bldg	Candace Wolfe / Tom Gietz	Ross 459S	5-3273
81.	Information Systems and Telecommunications			
82.	Academic Data Center - EB203	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
83.	Main Data Center – EB302 (includes NOC, EB134B, and EB001A)	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
84.	Data Center OPS.(includes ADC, DC,NOC, EB134B, EB001A,EB201,EB204,EB204A,WB115,3709Warehouse IS,2017 Mon,E3605&Snn S)	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
85.	Room W3020 (IS Offices)	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
86.	2017 E. Monument St.; IS Equipment Area	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
87.	E-Recycling - Catering Drs (VIP garage)	J.Leflar/R.McKenzie/JGarvin/M.Campbell/S.Johng	W3501/ W3023	4-2862/4-4774
88.	E-Recycling IS Storage Rm E1622	R. McKenzie/JP Garvin/M. Campbell/S. Johng	W3023	4-4774
89.	JHSPH Telecom (Wolfe & Hampton House basement rooms)	Jim Leflar/Pam Douglas	W3501/W3041	4-2862/5-1197
90.	Special Restricted Clearances			
91.	Cooley Fitness Center Terrace: limited access	Jim Leflar	W3501	4-2862
92.	JHSPH 1 st Flr. VIP Garage Access (elev. lobby and stairs)	Jim Leflar	W3501	4-2862
93.	Room EB401	Jim Leflar	W3501	4-2862
94.	JHSPH HYALL SYS (Restricted)	Scott McVicker	W3041	5-7384