

**SCHOOL OF MEDICINE CARD ACCESS SYSTEM  
EAST BALTIMORE CAMPUS**

**Physiology Ground Floor**

**CLEARANCE REQUEST FORM**

INTERIOR ACCESS

**FACILITIES MANAGEMENT:**

This section to be completed by Department of Facilities Management.

CARD# \_\_\_\_\_ Expiration Date: \_\_\_\_\_

	<u>Date</u>	<u>Initial</u>	
New: _____	Entered: _____	_____	Replaces Card # _____
Add: _____	Activated: _____	_____	Replaced by Card # _____
Delete: _____	Deleted: _____	_____	
Info Change: _____			

Other Access: TTAR \_\_\_\_\_ BS \_\_\_\_\_ AAC \_\_\_\_\_ BBRC \_\_\_\_\_ RH \_\_\_\_\_ DCC \_\_\_\_\_ LK \_\_\_\_\_ MAINT \_\_\_\_\_ KKI \_\_\_\_\_  
BASIC SCIENCE \_\_\_\_\_ ROSS BRIDGES \_\_\_\_\_ HSKP \_\_\_\_\_ INTERIOR \_\_\_\_\_

**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.)

I.D. Badge #: \_\_\_\_\_

Department: \_\_\_\_\_

Phone Ext.: \_\_\_\_\_

Room: \_\_\_\_\_

Building: \_\_\_\_\_

Department #: \_\_\_\_\_

Status: Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Student \_\_\_\_\_ House Staff \_\_\_\_\_ Fellows \_\_\_\_\_ Temporary \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVALS:**

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

Microscope Facility Approval: PRINT \_\_\_\_\_ Phone# \_\_\_\_\_  
Please print Microscope Facility Administrator or Director name and phone #

SIGN \_\_\_\_\_ Date: \_\_\_\_\_  
Microscope Facility Administrator or Director signature

Facilities Management Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Clearances:**

Microscope Facility must initial next to each authorized clearance.

Initial

\_\_\_\_\_ **PHYMICRO** Physiology building ground level room G04A - G08A.  
24 days 7 hours per week.

**Please return completed forms to FACILITIES MANAGEMENT 1501 E. Jefferson St. Rm. 102**

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

To be completed by User/Applicant of Microscope Facility

Microscope Facility must approve before submitting to Facilities Management