

## ENGINEERING KEY REQUEST FORM

For access to offices/rooms/labs in Center of Engineering Innovation (CEI) building, follow Steps 1-4

1. Complete below table
2. Get approval/signature by authorizing Faculty of Engineering faculty/supervisor\*

If you're confident that all your information is complete; then,

3. Send to [engtechmgr@uwindsor.ca](mailto:engtechmgr@uwindsor.ca) (please note that incomplete forms can not be processed)

**Date:** \_\_\_\_\_

5 digit # located on back of Uwin student card/fob:			
Last Name:		First Name:	
Student #:		Phone #:	
Uwin email:			
Position at UWindsor	<small>(Faculty, Staff, Sessional, Undergraduate student, graduate student):</small>		
Expected Date of degree/term completion:			

Request access to: (complete each row)

CEI Room / Lab #	Days <small>(eg. M-F)</small>	time <small>(eg. 8am-5pm):</small>	Duration <small>(eg. 1 semester, 1 year)</small>	Purpose/reason for access	Supervisor/Faculty authorising Signature*

*If you require any additional access, please submit **a second complete** request form as Key Control only allows 10 requests per submission.*

4. Complete a request online through [key control](#).

Should you have any questions, please reach out to your departmental secretary or administrator in your area.

Approved by:

\_\_\_\_\_  
 Print Name of Supervisor                      Signature of Supervisor                      Date

**PLEASE NOTE: Undergraduate Students will not be permitted any after hours access to labs/building.**