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KEYS REQUEST INSTRUCTIONS FOR SUPERVISORS

Below are instructions to reinstate or request new access cards and to apply for physical keys.

Please note: all key requests should come directly from the <u>Supervisor</u> to the applicable person listed below (Do <u>NOT</u> email the Hub directly with key requests).

- 1. Grad student requests for access to Research Labs to the Grad Admin (mechgrad@mcmaster.ca)
- 2. Other requests to the Undergrad Admin (mech@mcmaster.ca)

To request new access, please include the following information:
Name:
Employee or Student ID: McMaster Email:
Start Date:
Expiry Date:
Role: i.e. part-time staff, full-time staff, visitor, volunteer, grad student, undergrad student etc. Access Card Spaces: i.e. ABB-CXXX
Physical Keys: i.e. JHE-XXX
To request extension or reinstatement of existing access, please provide:
Name: New Expiry Date:
Providing the above information will save time and help to expedite your requests.
Thank you!