

## 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 Supervisor to the applicable person listed below (Do NOT email the Hub directly with key requests).

1. Grad student requests for access to Research Labs to the Grad Admin ([mechgrad@mcmaster.ca](mailto:mechgrad@mcmaster.ca))
2. Other requests to the Undergrad Admin ([mech@mcmaster.ca](mailto: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:**

Signature of Supervisor/Principal Investigator:

Providing the above information will save time and help to expedite your requests.

Thank you!