

# SCIENCE CENTER BUILDING OPERATIONS

## Keys, HUID Card Access to Doors, Telephone Request Form

Bring completed form to Science Center B11 (across from elevators on basement level).

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

Name: \_\_\_\_\_ HUID#: \_\_\_\_\_

Office #: \_\_\_\_\_ Email Address: \_\_\_\_\_

### KEY REQUEST:

Room # or Door Key Code #: \_\_\_\_\_

### HUID CARD ACCESS REQUEST:

Clearances Requested (Room numbers; corridors and stairwells; Department access, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of access: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

### TELEPHONE REQUEST:

Select One Option:

- Request to Order New Telephone & Number through ServiceNow
- Change exiting office phone listing to new occupant; confirm phone #: \_\_\_\_\_
- Moving Telephone # \_\_\_\_\_ from office \_\_\_\_\_ to \_\_\_\_\_
- No Telephone needed in this office

Authorized Signature: \_\_\_\_\_