

**Electrical and Computer Engineering  
Research Infrastructure Support  
GRADUATE STUDENT**

By signing this agreement, Graduate students assigned Electrical and Computer Engineering office space, and/or University key(s) agree to adhere to the Electrical and Computer Engineering rules, regulations and responsibilities governing office space and keys as identified on the reverse of this document.

**Surname:** \_\_\_\_\_ **Given Name(s):** \_\_\_\_\_

**UW ID No.:** \_\_\_\_\_ **Program:** MAsC ☐ PhD ☐ MEng ☐ **Enrollment Status:** Part-Time ☐ Full-Time ☐

Supervisor(s): \_\_\_\_\_ / \_\_\_\_\_

**Email Address: UW:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

***To be completed by the Supervisor:***

|   |  |  |  |
|---|--|--|--|
| <b>Office Space Required?</b><br><br><input type="checkbox"/> Yes <input type="checkbox"/> No<br><br>Bulding _____ Room _____ | <input type="checkbox"/> <b>Laboratory</b><br>Building: _____<br>Room: _____<br>Lab Owner Approval _____ | <input type="checkbox"/> <b>Laboratory</b><br>Building: _____<br>Room: _____<br>Lab Owner Approval _____ | <input type="checkbox"/> <b>Laboratory</b><br>Building: _____<br>Room: _____<br>Lab Owner Approval _____ |
|---|--|--|--|

Requests for laboratory keys must be authorized above by the lab owner or designate and submitted directly to the ECE Key

*Administrator I support the above student's request and all Research Infrastructure Support commitments.*

|          |  |  |  |          |  |  |      |            |  |  |         |  |  |  |        |  |  |         |  |  | 0     | 0 | 0 |
|----------|--|--|--|----------|--|--|------|------------|--|--|---------|--|--|--|--------|--|--|---------|--|--|-------|---|---|
| ORG UNIT |  |  |  | ACTIVITY |  |  | FUND | FUND CLASS |  |  | PROJECT |  |  |  | OBJECT |  |  | PRODUCT |  |  | PHASE |   |   |

**Note:** Object codes for Graduate students are dependent on their immigration status. Product codes for Graduate students are dependent on program (MAsc/PhD).

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**For Office Use Only:**

|   |  |                                |
|---|--|--------------------------------|
| <input type="checkbox"/> Student Signature  | <input type="checkbox"/> Space/Desk Assigned | Uploaded / To Finance _____    |
| <input type="checkbox"/> Supervisor Signature   | <input type="checkbox"/> AFF Approved        | Emailed to P/U key _____       |
| <input type="checkbox"/> SMA  |  | Safety Training Complete _____ |
| <b>SPACE REQUESTED:</b> <input type="checkbox"/> <b>Approved</b> <input type="checkbox"/> <b>Denied</b> |  |                                |
| _____<br><b>Building – Room – Desk #</b>  |  | _____<br><b>J. Barby</b>       |

## Rules, Regulations and Responsibilities Governing ECE Office Space and/or Key Assignments

Office space in ECE is available to students registered as full-time Electrical and Computer Engineering MASc and PhD students only. Students are often assigned more than one key (eg. office, lab or mailroom key). A common study room is available to students in the Master of Engineering (MEng) program. **Students who change their enrolment status to *PART TIME* or *INACTIVE* MUST return their key(s) prior to submitting their Change of Enrolment form to the Department Grad office.**

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### Requesting Office Space and/or Room Keys

#### Step #1:

- **MASc and PhD students** are issued a Key Resource Contract by their Program Coordinator for room assignments and keys. The student completes the form with his/her supervisor and returns the form to the Facilities Coordinator.
- **MEng students:** Department is unable to provide office space. Students are encouraged to use NEXUS labs.

#### Step #2:

- The Facilities Coordinator submits the Key Resource Contract to the Senior Associate Chair who will make the decision on all office space assignments and authorizes requests for keys
- The office will be assigned within 10 working days of submitting this form

#### Step #3:

- Once the student's office has been assigned and all keys requested approved by the Senior Associate Chair, the key holder will be contacted via e-mail when the key permit is available for pickup and signature

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### TO OBTAIN KEYS

- Key Holder takes the Key Permit to the University Key Control Office (GSC 105C) adjacent to the Davis Centre. This office is responsible for distributing, receiving and safekeeping of keys to facilities on campus. (See: <http://plantoperations.uwaterloo.ca/services/keys.php>)

### KEYS REMAIN THE PROPERTY OF THE UNIVERSITY OF WATERLOO

- Key Holders must maintain personal possession of issued University Keys and/or FOBs and are responsible for their physical security. Key transfer from one person to another is strictly prohibited

### Do not LEND or DUPLICATE any keys

- Individual users are responsible for the security of any space to which they have keys and shall not admit unauthorized or non-registered persons into that space. Do not "prop" doors open or leave them unlocked during hours when the facility is normally locked/closed.

### Continuing Students:

- Students who subsequently decide to request office space and/or keys as a result of a program change or who require access to lab space, must contact the Facilities Coordinator. Requests for laboratory keys must be authorized by the lab manager and communicated directly to the Facilities Coordinator.

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### Vacating Office Space / Returning Keys:

Students vacating their office space must:

- In consideration of the next occupant, remove all personal belongings from the office and leave the space tidy (*anything left behind is immediately discarded*)
- leave the desk and cabinet keys in the desk drawer/hutch
- return any and all keys **directly** to the ECE Facilities Coordinator

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### Lost Keys:

Lost or stolen keys must be immediately reported to the ECE Facilities Coordinator.

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*I agree to abide by the Electrical and Computer Engineering rules and regulations governing student office space and key allocations as referenced above.*

Key Holder Signature: \_\_\_\_\_

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