



ECE Facilities Coordinator
 EIT Room 3156
 (519) 888-4567 ext. 33645

Electrical and Computer Engineering

Research Infrastructure Support

New Appointment Extension Full time Part time

Name: _____ USER ID _____

Start Date: _____ End Date: _____

Department Affiliation:

- Post-Doctoral Fellow
- Research Associate
- Sessional Lecturer
- Visiting Professor
- Visiting Scholar
- Visiting Scientist
- Visiting Researcher
- Undergrad _____
- Other _____

RESEARCH INFRASTRUCTURE SUPPORT BILLING ACCOUNT NUMBER

I support funding commitments for the above Research Infrastructure Support request.

ORG UNIT	ACTIVITY	FUND	FUND CLASS	PROJECT	OBJECT	PRODUCT	PHASE

or

NAME OF ACCOUNT(S): _____

<p>Office Space Required?</p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p> <p>Building Room</p>	<p><input type="checkbox"/> Laboratory</p> <p>Building: _____</p> <p>Room: _____</p> <p>Lab Owner Approval _____</p>	<p><input type="checkbox"/> Laboratory</p> <p>Building: _____</p> <p>Room: _____</p> <p>Lab Owner Approval _____</p>	<p><input type="checkbox"/> Laboratory</p> <p>Building: _____</p> <p>Room: _____</p> <p>Lab Owner Approval _____</p>
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ECE Facilities Co Ordinator

Host / Supervisor Name – please print _____

Host / Supervisor Signature _____ Date: _____

For Office Use Only:

<input type="checkbox"/> App. Letter Accepted	<input type="checkbox"/> Space / Desk Assigned	<input type="checkbox"/> Uploaded / To Finance _____
<input type="checkbox"/> A F F Approved	<input type="checkbox"/> Insurance / Cdn. Citizen	<input type="checkbox"/> Emailed to P/U key _____
		<input type="checkbox"/> Safety Training Complete _____

SPACE REQUESTED: Approved Denied

Building - Room - Desk # _____
J. Barby

RULES, REGULATIONS AND RESPONSIBILITIES GOVERNING ECE OFFICE SPACE AND/OR KEY ASSIGNMENTS

Office space is allocated (contingent upon availability) to full-time, on-campus ECE Research Funded Staff or Visitors who have a current appointment letter issued by the Dean of Engineering, Temporary Employment Contract, or invitation letter from the Department Chair.

A change of status (e.g. leaving employment or at the end of a visit) requires that the Key Holder relinquish their office and return all keys promptly to the ECE Facilities Coordinator, EIT 3156. Keys are automatically recalled upon the expiry of appointments / contracts unless a renewal has been issued.

REQUESTING OFFICE SPACE AND/OR ROOM KEYS

Step # 1

- **Supervisors/Hosts** complete, print and sign the fillable form available on the ECE Admin website.
 - The Supervisor/Host submits the request form:
 - (a) with the appointment request package to the ECE Research Funded Appointment Administrator
OR
 - (b) for Co-Op Students to the ECE Facilities Coordinator
- NOTE incomplete requests (e.g. Lacking account number, requestor's signature, etc.) cannot be processed.

Step # 2:

- The Facilities Coordinator submits the Research/Computing Support request 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 2 - 10 days of receipt of this request pending completion of appointment & safety training.

Step # 3:

- Once the office has been assigned and all keys requested approved by the Senior Associate Chair, the Key Holder will be contacted via email when the key permit is available for pick up and signature.

TO OBTAIN KEYS

- Key Holders take 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.ph>)

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.

VACATING OFFICE SPACE & RETURNING KEYS

In consideration of the next occupant, all vacating Key Holders must:

- remove all personal belongings from the office and leave the space tidy (*anything left behind is immediately discarded*).
- leave the desk and/or cabinet keys in the desk drawer / hutch.
- return any and all keys **directly** to the Facilities Coordinator, EIT Room 3156, no later than the last day of the appointment or contract.

LOST KEYS

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

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

Key Holder Signature _____ Date: _____