BIOMEDICAL SCIENCES BUILDING

Physical Therapy, CTRND, & Diabetes Institute Access Request Form

1. Access Requested

☐ New Access   ☐ Adding Access

2. Requestor Information (please write legibly)

NAME: _____ UFID: _____

ACCESS BEGIN DATE: _____ ESTIMATED ACCESS END DATE: _____

POSITION / STUDENT TITLE: _____ DEPARTMENT: _____

☐ GRADUATE STUDENT   ☐ UNDERGRADUATE STUDENT   EMAIL: _____

PRINCIPAL INVESTIGATOR: (Please Print) _____

BY MY SIGNATURE, I AGREE TO
THE UF AND BMS BUILDING KEY
AND LOCK POLICY (on reverse) _____

REQUESTOR SIGNATURE   DATE

3. GATOR1 Card Building Access (Access to card reader secured doors)

By signing approval the PI agrees to the UF and BMS Building Key and Lock Policy on the reverse of this page.

	PI SIGNATURE APPROVAL	DEPARTMENT ADMIN APPROVALS (office use only)	
		APPROVED	DENIED
Building Entry Doors After Hours Access Includes West Stairwell & Elevators Doors are unlocked from 7 AM to 6 PM M-F	_____	☐	☐
Physcial Therapy Lab Entry and Elevators 24/7	_____	☐	☐
CTRND Lab Entries and Elevators 24/7	_____	☐	☐
CTRND Lab Entries 7AM to 6PM M-F Only	_____	☐	☐
CTRND J446 24/7	_____	☐	☐
Diabetes Inst. Labs and Elevators 24/7	_____	☐	☐
CIT Flow Core J538 24/7	_____	☐	☐
Other Areas _____	_____	☐	☐

Department Admin: _____

4. Key Access

_____ Signature by requestor acknowledging policy that all keys will be returned to Building Manager J295 upon termination, leaving BME, or upon request.

ROOM	PI SIGNATURE	**DEPT** (office use only) ADMIN SIGNATURE	Key Set & Number	Key Received by
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

RETURN FORM TO BMS BUILDING MANAGER J295

Biomedical Sciences Building Key & Access Policy & Procedures
The BMS Building will abide by the University of Florida Key and Lock Policy.

Objectives (from the University of Florida Key and Lock Policy
http://www.ppd.ufl.edu/pdf/Key_Lock_Policy.pdf)
1. To achieve maximum security while maintaining reasonable usability of University facilities.
2. To maintain strict control of the campus key and lock systems including key duplication, distribution, and collection.
3. To maintain a recorded chain of accountability for all keys issued.

BMS Building Access Policies and Procedures

1 Requesting Room Keys

For keys issued by the BMS Building Manager (Matt Taylor, Room J295, 273-9253, mtaylor1@ufl.edu), keys will be assigned to faculty, staff, and students only after authorization. For laboratories the principal investigator (PI) and authorized departmental Key Coordinator (or Departmental Administrator) must authorize by signature on the BME Key & Building Access request form. After authorization has been obtained and the requester signs the request form agreeing to the BMS Building Key and Lock Policy and Procedure, the requester may bring the form to J295 BMS to pick up a key. Until the key is returned to the BMS Building Manager, the authorized key holder is responsible for the key and all access obtained with the key. When a key is no longer needed, it must be returned to the BMS Building Manager.

For BMS building departments where keys are managed and issued by a departmental Key Coordinator, the departmental Key Coordinator is responsible for issuing keys, ensuring all key holders abide by the BMS Building Key and Lock Policy, keeping records of all keys issued, and collecting keys as people leave. Additional keys or rekeying of locks may be requested from the BMS Building Manager by email from the authorized departmental Key Coordinator or Department Chair. However, extra keys will not be ordered to replace keys not returned. There may be charges for keys or rekeying of locks due to mismanaged keys. Bear in mind that per UF Key and Lock Policy key records may be audited for compliance.

2. Returning Keys

Per UF policy all keys must be returned **to the issuing entity before** leaving school, discontinuing employment, or transferring from your present position. Key holders and PI's will ultimately be held responsible for returning all keys issued to the issuing entity. Key holders, departments, or PI's may be responsible for the total cost of lock changes and new keys to secure areas compromised by unreturned and lost keys. If there is a question regarding the issuing entity please contact Matt Taylor, BMS Building Manager J295, 273-9253. Keys collected by way of an exit interview must be returned to the departmental Key Coordinator or to the BMS Building Manager.

3. Lost, Stolen, Un-returned, and Broken Keys

Lost, broken, or damaged keys must be reported to the BMS Building Manager. If a key is stolen please report immediately to UFPD 392-1111 and to the BMS Building Manager.

4. After-hours Building Access & Lab Access

After hours' access may be obtained by completing the BMS Building Key & Access request form, obtained in J295. For laboratories PI and Department Administrator signature authorization is required on the form. Once authorization is obtained, return the form to the BMS Building Manager in J295. As people leave and no longer need access, it is the responsibility of each PI or Department Administrator or Key Coordinator to inform the BMS Building Manager that access should be terminated.

5. Animal Facility Access

ACS coordinates all access for their areas in the BMS Building. Please contact ACS for policy and procedure for obtaining access (273-9230) (J101 BMS). As people leave and no longer need access to the BMS Animal Facility Areas, it is the responsibility of each PI or Department Administrator to inform ACS that access should be terminated.

6. General Policy

It is the policy of the University that other than during normal working hours all buildings shall be locked in order to maintain the safety of both the buildings and their content. The BMS building ground floor doors and elevators are unlocked from 7:00 AM to 6:00 PM Monday through Friday except holidays and any other times the University is closed. An individual entering or leaving a locked building shall be responsible for securing the door and may be held responsible for any loss or damage from failure to do so. Please to not let in others unescorted who do not have authorized access. If you observe unauthorized access or suspicious activity please call UFPD. Do not prop open doors after hours while the building is locked; doing so will alert UFPD and they will respond. If you notice unlocked doors or malfunctioning locks please contact PPD at 392-1121 and the BMS Building Manager.

Please not leave doors unlocked while rooms are unattended. Most thieves are looking for opportunities, and an unlocked space with nobody around provides the opportunity. For personal safety and security, particularly after hours and at night, please keep doors locked as deemed safe and necessary for occupied rooms. Report any suspicious activity immediately to UFPD at 392-1111.

7 Duplicating or altering UF keys is not permitted.

8. Areas containing patient or other sensitive records must follow regulations regarding safekeeping of such records. Visit www.security.health.ufl.edu for more details.