

Aldrich Hall Key Card Access Authorization Request

Aldrich Hall's building hours are M-F; 7 a.m.-6 p.m. Access to the building's exterior doors and to certain interior office doors is granted based on the employee's role and work location.

Key cards are printed with a picture of the employee to help identify building occupants in the event of a building closure. Aldrich Hall occupants must always keep their key card with them. Key cards are used to gain entry outside of normal building hours and will assist with timely access in the event of a building closure.

Use this form to request a new key. Once the form is complete, the [authorized departmental key requester](#) submits an [FM work order](#). The employee contacts the Lock Shop at (949) 824-5235 to schedule an appointment and they will need to bring their government-issued ID plus the request form to their appointment. Access removals do not require a work order and should be submitted directly to the Lock Shop at lockshop1@exchange.uci.edu.

Note: Additional access to departmental suites is managed by each unit's staff. Each unit should [designate a key administrator](#) with the Lock Shop. See policy [902-14: Policy for Key Control and Access to Campus Facilities](#) for additional information and resources.

Completed by employee supervisor:

Check One: New Access Change of Access* Remove Access * (no work order needed)

*Provide explanation for change of access: _____

Employee Name: _____ **Employee UCInetID:** _____

Check One: Faculty/Staff Student Limited/Temp **Employee Email:** _____

Department Name: _____ **Suite Number:** _____

Supervisor Name: _____

Supervisor Signature: _____

Department Head Name: _____

Department Head Signature: _____

Completed by FM lock shop:

Key Card Number: _____ **Issued Date:** _____