

UNIVERSITY OF OTAGO, CHRISTCHURCH
Summer Student Security Access Card Request Form 2017/2018

Name		
Department / Research Group		
Card Number & Pin Number		
Start/End	Start date:	End date:

Door description	✓	Authorised	Tick Access Requested
Lower Ground Floor – Lifts & Stairs – 24 Hour Access			
Grd Floor - Hospital/School Entrance Door			
Grd Floor - Main Entry Door - 7.45-8.15am for staff			
Grd Floor - Telescopic Door			
Grd Floor - Loading Bay (Zone 5)			
Grd Floor - Loading Bay to Rolleston Foyer – 24hrs (Zone 23)			
Grd Floor - Reception door 08.30 -17.00 for staff			
Grd Floor - Reception door - 24 Hour Access			
Grd Floor - Rolleston Theatre Entry			
Grd Floor - Nicholls Research Centre			
Level 1 - Lifts, Stairs & Museum Corridor 24 Hour Access			
Level 1 - Museum Corridor (Zone 11)			
Level 1 - Museum Door			
Level 2 - Lifts & Stairs - 24 Hour access			Level 2 and 4 to be authorised by Anthony Mitchell
Level 2 - Lifts & Stairs - Daytime access			
Level 3 - Lifts, Stairs & Grills - 24 Hour Access			Level 3 to be authorised by Scott Leoffler or Arron Dyer
Level 3 - Lifts, Stairs & Grills - Daytime Access			
Level 3 - West Clipon Office area includes West lifts & Stairs			
Level 4 - Lifts & Stairs - 24 Hour Access			
Level 4 - Lifts & Stairs - Daytime Access			
Level 5 - Lifts & Stairs - 24 Hour Access			
Level 5 - Biomed Office (includes access to level 5)			
Level 5 - Bioengineering Office (includes access to level 5)			
Level 6 - Lifts & Stairs 24 Hour Access - Library Staff			
Library Users UOC/CDHB Staff/Student/External Members			
Level 7 - Lifts & Stairs - 24 Hour Access			
277 Montreal Street			
Other - Access required			

\$20 bond to be paid by all non-UOC students before receiving card

Authorised by:

First Supervisor

Name _____ Signature _____

UOC levels 2 ,4

Name _____ Signature _____

UOC Level 3

Name _____ Signature _____

Date _____