### UNDERGRADUATE PRELIMINARY KEY REQUEST FORM

<table>
<thead>
<tr>
<th>Last Name:</th>
<th>Full Legal First Name and Middle Initial:</th>
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<tbody>
<tr>
<td>CSU ID #:</td>
<td>Email:</td>
</tr>
<tr>
<td>Your Office Room Number:</td>
<td>Your Office Phone Number:</td>
</tr>
<tr>
<td>Room Number of Metal Keys You Are Requesting:</td>
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**Key Card/Ram Card Clearance You Are Requesting:**

- [ ] Chemistry CIF C003 DR Main Lab CLR*
- [ ] Chemistry CIF Imaging Group CLR*
- [ ] Chemistry CIF XPS Group CLR*
- [ ] Chemistry CIF XRD Group CLR*
- [ ] Chemistry Graduate Student Group CLR
- [ ] Chemistry Lobby East Door Entry CLR
- [ ] Chemistry Postdoctoral Fellow Group CLR
- [ ] Chemistry Undergraduate Group CLR (Yates 412)
- [ ] Chemistry UG RA Group CLR (East Lobby)
- [ ] Other ______________________________________________________________________

- [ ] Chemistry RB Building Entry CLR
- [ ] Chemistry RB 1st Floor CLR
- [ ] Chemistry RB 2nd Floor CLR
- [ ] Chemistry RB 3rd Floor CLR
- [ ] Chemistry RB 4th Floor CLR
- [ ] Chemistry RB CIF 109 CLR*
- [ ] Chemistry RB CIF SCD 204L CLR*
- [ ] Chemistry RB Radiation Room 204N CLR
- [ ] Other ______________________________________________________________________

* CIF Staff approval is required for ALL CIF clearances PRIOR to form submission.

RETURN FORM TO CINDY UNGERMAN, ROOM B303

<table>
<thead>
<tr>
<th>Chemistry Major</th>
<th>☐ Yes ☐ No</th>
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<tbody>
<tr>
<td>If no, Major:</td>
<td>____________________________________</td>
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**FOR OFFICE USE ONLY**

| CDR |
| Final Approval |

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### Undergraduate Access to the Chemistry Building

Undergraduate access to the Chemistry Building will only be granted to undergraduate students if they meet the following criteria:

1. The undergraduate student must have sufficient, previous research experience to pose no danger to others in the laboratory.

2. Undergraduate students are **NEVER** allowed to work in the laboratory alone. Someone else must **always** be present in the laboratory, within sight and hearing, should an accident occur.

3. Should an undergraduate student gain access to the building after hours, and find that the laboratory that they are working in is unoccupied, the student **must** leave the building **immediately**.

4. The student will **NOT** allow building access to any other individual.

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I understand these policies and I agree to abide by them at **ALL** times.

Student Signature ___________________________ Date ___________________________

I accept full responsibility to ensure that these policies are strictly enforced in my laboratories.

Faculty Signature ___________________________ Date ___________________________