

# After-Hours Building Access Request

## Characterization Facility

University of Minnesota Users

After-hours building access can be requested for Shepherd Labs and Nils Hasselmo Hall (NHH) by completing this form. After-hours building access is for use of instruments out of normal building access hours (8:00 am - 4:30 pm for Shepherd Labs and 7:00 am - 6:00 pm for NHH) during weekdays and anytime on weekends. This form should be returned via the drop box located outside 15 Shepherd Labs or emailed as a .pdf to [charfac@umn.edu](mailto:charfac@umn.edu). For after-hours access to Shepherd complete this form and return; NHH requires additional steps that must be completed. Please see page 3 for NHH after-hours building access request. Charfac business hours at both facilities (Shepherd Labs and NHH) are 8:00 am - 4:30 pm. Weekday evening discount hours are 6:00 pm - 8:00 am.

Indicate which facilities you request after-hours access to:

Shepherd Labs

Nils Hasselmo Hall

To receive after-hours access please fill out the following information. UCard ID (begins with 600953) and Smart Card #/Codabar can be found on your UCard. Please make sure to write legibly:

Name: \_\_\_\_\_

X500: \_\_\_\_\_

Student/Staff ID: \_\_\_\_\_

UCard ID: \_\_\_\_\_

Smart Card # **OR** Codabar (circle one): \_\_\_\_\_

After-hours access is a privilege that can be taken away at any time. Care must be taken not to cause harm to the instruments and if anything does happen, contact the specialist via phone or email immediately. Instrument or equipment damage may result in charges based on specialist time, instrument down time, and repair costs. Failure to notify of instrument issues occurring during after-hours use will result in serious disciplinary action. Please sign and date below to indicate you understand the expectations for after-hours use.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please fill in the instruments desired for after-hours use below and have the instrument specialist(s) sign in the appropriate field(s).

1. Instrument: \_\_\_\_\_

Instrument Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Code Number: \_\_\_\_\_

2. Instrument: \_\_\_\_\_

Instrument Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

3. Instrument: \_\_\_\_\_

Instrument Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

4. Instrument: \_\_\_\_\_

Instrument Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

5. Instrument: \_\_\_\_\_

Instrument Specialist Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that you may use only the instruments listed above after hours; additional instrument you would like to use after-hours must be listed on this form, if it is found that you used instruments you do not have access to in after-hours you will be charged.

Code Number: \_\_\_\_\_

For after-hours access to NHH: (1) Complete this form (page 1 and 2). (2) Your information will be forwarded to Chris Frethem (or, as backup, Fang Zhou) in the NHH Facility. (3) Chris (or Fang) will then make a "**Supervisor's Request**" for you at <http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access>. (4) You must then go to that site and complete the "**Employee / Student Access Form**". (5) You will receive an e-mail from AHCRBMS confirming that your application has been received, and this e-mail will provide links to the DEHS "Radiation Safety" and "Blood-Borne Pathogens" trainings, **which you must take**. (6) You will then go to the Information Desk in the NHH atrium on the 3rd floor so staff can enter your UCard number into their system. All steps must be completed or after-hours access will not be granted.

## **AFTER-HOURS AND WEEKEND / HOLIDAY ACCESS TO NILS HASSELMO HALL (NHH) CHARFAC FACILITY**

**Updated 2/8/18**

**NOTE: AFTER HOURS ACCESS TO CHARFAC IN THE SHEPHERD LABS MUST BE REQUESTED SEPARATELY.**

**See steps at:**

[http://www.charfac.umn.edu/info\\_and\\_policies/after\\_hours\\_access\\_form\\_univ.pdf](http://www.charfac.umn.edu/info_and_policies/after_hours_access_form_univ.pdf)

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**Steps for NHH Access:**

1) First, you have to e-mail Chris Frethem, [freth001@umn.edu](mailto:freth001@umn.edu) your 7-digit ID Number and the 11-digit number that follows the 600953- prefix on your UCard so he can make the "**Supervisor's Request**" (**Supervisor Approval Form**) to the Academic Health Center Building Management Services (AHCRBMS) Office for you.

**If Chris is away you can contact Fang Zhou at: [zhoux341@umn.edu](mailto:zhoux341@umn.edu).**

2) Chris (or Fang Zhou) will reply to tell you when he or she has made the request.

3) You then have to go to the **AHCRBMS site ("Resource Hub")**, at address below, to fill out & submit the **Employee / Student Access Form** and follow the **Required Training** instructions.

Code Number: \_\_\_\_\_

<http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access> Enter through: "Access"; (see Key logo).

4) When you get to that site, there are a few questions on the **Employee / Student AccessForm** that might confuse you.

Answer the questions they ask on their form (questions in red), as follows:

- **Office/lab rooms and phone numbers:** **Office / Lab Room #s not required (no red asterisk). Phone #s: Just use N/A.**

- **PI:** Use "**Characterization Facility**".

- **Work location:** Use "**Characterization Facility Labs-First Floor NHH**"

5) Once you have completed these steps, AHCRBMS should then also direct you to the Info Desk in the NHH Atrium, on the 3d floor, to have your UCard data entered into their computer. *(It also states this on the Employee / Student Access Form)*

If you have questions about the AHCRBMS Site, contact them by e-mail at: [RBMSNHH@umn.edu](mailto:RBMSNHH@umn.edu) or visit the Info Desk in the NHH atrium.