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Step one: DOWNLOAD this form to your computer.

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****Make sure you know where you downloaded this form to****

Step two: Open Adobe DC

Step three: Click File then Open

Step four: Locate the file you want to open

Step Five: Fill out the form in Adobe

Step six: Sign the Adobe form and make sure it is emailed to

bsb@baylor.edu

Sciences Facility Card Access Form

(Check the access you require and submit the form to your department for approval. Only electronic forms submitted by your department/PI are accepted.)

Please download form to your pc and open in Adobe DC. Once form is complete click "Email Form" and it will email bsb@baylor.edu

_____ (Date) _____ (Name) _____ (ID No)

_____ (Department) _____ (Department/PI/Supervisor Signature)

Faculty Staff Grad Undergrad

Access : M-F 8 am – 5pm

OR

24/7

Card expiration date (mo/day/yr) _____
(per Advisor/Supervisor)

Facility Shared Space

- South/North Main Entrance Doors
- Service Elevator Lobbies (Floors 1-4)
- BSB Research Stairwells

Penthouse: Requires Justification for access

- Penthouse-5th floor 24/7
- Penthouse 5th floor Machine Shop
(access is M-F 8am to 5pm)

*Note: Machine shop and instrumentation specialist work by appointments. Work request forms are to be completed online and submitted to bsb_machineshop@baylor.edu

Loading Dock/Stockroom Area(s):

*Note: This area is an active loading dock with trucks/trailers moving in and out for deliveries. Hazardous chemicals and various other potential risks are actively associated with this area. **DO NOT USE AS A SHORTCUT OR ENTRANCE TO THE BUILDING.** Requires Justification for access

- F Wing Corridor Double Doors
- Loading Dock Gate
- Loading Dock Bay Door

Required Justification Explanation: