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Step one: DOWNLOAD this form to your computer.

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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 being requested and submit the form to your department or PI for approval. Only electronic forms with digital signatures submitted by your department admin/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 Name)

Faculty Staff Grad Undergrad Postdoc/postbacc Visiting Scholar

Access : M-F 8 am – 5pm Card expiration date (mo/day/yr) _____

OR

24/7

(per Advisor/Supervisor)

Building Shared Space

Justification is REQUIRED for all access, include research lab:

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

Penthouse:

- Penthouse-5th floor Vivarium access must be approved by Vivarium Manager
- Penthouse 5th floor Machine Shop (access is M-F 8am to 5pm)

*Note: Machine shop work by appointments. Work request forms are to be completed on-line 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.**

- F Wing Corridor Double Doors (M-F 8-5 for LN2)
- Loading Dock Gate
- Loading Dock Bay Door

All required fields must be filled out before signing.

Electronic Signature Required from your Supervisor/PI

Click Button to Send form to bsb@baylor.edu
When button disappears email has been sent