

Key & Proximity Card Request

Please use block letters. Please complete all relevant sections.

First Name: _____

Surname: _____

University of Melbourne Student/Staff ID Number:

If you have a current proximity card, what is the number printed on it? _____

Email: _____ Phone: _____

Access Type:

Continuing Staff Casual/Fixed Term Postgraduate Student Visitor

1. If after-hours access is required, on what floors?

Ground Level 1 Level 2 Level 3 Level 4 Level 5 Level 6

2. For which area(s) is proximity card access required?

(Please enter **Door Numbers**. Refer to reverse for proximity card accessed doors.)

EG. 1.25							
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3. For which room(s) is key access required?

(Please enter room numbers. These are found on the doorframe of the room.)

EG. 4.401							
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4. If requesting proximity card access for Level 6, please specify the time zone required:

8am-6pm 8am-8pm 24/7 Staff & PHD Student Only

Supervisor Authorisation

Name: _____ Date: _____

Signature: _____

OFFICE USE ONLY

School Approval

Name: _____ Date: _____

Signature: _____

PROXIMITY CARD REQUEST

Update Issue new proximity card

Challenger 1, Door Group: _____

Challenger 2, Door Group: _____

Floor Group: _____

NOTES:

RDHM FACILITIES OFFICE USE ONLY

Date Received: _____

Proximity Card Number: _____

Date Processed/Completed: _____

NOTES:

For each location that proximity access is required, please enter the corresponding Door Number in section 2 on the front of the form.

GROUND FLOOR

Door Number	Location
1.25	Main Automatic Doors – Swanston Street

FIRST FLOOR

Door Number	Location
2.28	Level 1 Computer Lab
2.17	University of Melbourne Workshop

FOURTH FLOOR

Door Number	Location
2.21	Melbourne Dental School Office – Reception Door (Access without proximity card between 8:30am-5pm Monday-Friday)

FIFTH FLOOR

Door Number	Location
1.42	Post-Grad Work Area East
1.43	Post-Grad Work Area North
2.24	Level 5 Reception Door (Corridor to Offices)

SIXTH FLOOR

Door Number	Location
2.64	Lab Room
2.62	Entry – Staff and Post-Grad
2.63	Entry – Staff and Post-Grad West
1.52	Level 6 Reception Door (Corridor to Offices)
1.2	Animal House

Lift Time Zones

Lifts may be accessed without a proximity card during the following times:

Level 1	6:50am-10:30pm every day
Level 2	6:50am-6pm Monday to Friday
Level 3	6:50am-8pm Monday to Friday
Level 4	6:50am-8pm Monday to Friday
Level 5	6:50am-8pm Monday to Friday

Note: Door keys and proximity cards will be issued free of charge once. If keys or cards are lost a fee of \$10.00 will apply for each replacement key and card, payable to the Melbourne Dental School Office. This may not be paid from university funds. Additional charges may apply.