# **SGDB Door Access for Staff & Students**

Please take this form to Susan Gannon or Caroline O’Connell to be approved then take it to the Janitor in the BHF Building reception to have your campus card activated for the SGDB. If Susan or Caroline is not available, please send this form to [sii-hsc@glasgow.ac.uk](mailto:sii-hsc@glasgow.ac.uk) and it will be actioned from there.

This is to confirm that the person named below can be cleared to access Sir Graeme Davies Building using a campus card.

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| --- | --- | --- |
| **Name** |  | |
| **Status and number** | **Staff** |  |
| **Student, please specify e.g. UG, MSc, PhD etc** |  |
| **Honorary** |  |
| **Affiliate** |  |
| **Start Date** |  | |
| **Anticipated End Date** |  | |
| **Name of PI/Line manager/supervisor** |  | |
| **Approved by**  **Susan Gannon & Caroline O’Connell will authorise [Room B4/08]** |  | |
| **Date** |  | |
| **Safety Induction Completed?** |  | |
| **PI / Line Manager authorisation**  **(PI / Line Manager must sign)** |  | |

**To be completed ONLY if Out of Hours access required.**

Door access will be granted for Monday to Friday, 9am to 5pm. Should you require access outwith these times, please complete this out of hours justification. If out of hours access not required, please disregard.

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| **Reason for work out of hours access** |  |

For Admin use

|  |  |
| --- | --- |
| **Card number** |  |
| **Date returned** |  |

**Form Last Updated: October 2023**