

# **SGDB Door Access for Visitors**

Please send this form to Susan Gannon or Dawn Mylet to approve then follow the process below:

* PGR students – send a copy of the form to sii-pgr@glasgow.ac.uk who will request activation of your card by IT.
* Staff, honorary, and affiliates - login to the Ivanti Helpdesk, click on ‘request something’, find the staff id card tile then follow the instructions.  You will need to put in the comments section that you require access to the SGDB and the level of access required, i.e. 9-5 or out of hours.

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** |  |
| **Date** |  |
| **Safety Induction Completed?** |  |
| **PI authorisation (PI 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

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