

**Lab Entrance Form**Utilities and Engineering Services

The intent of this form is to document all access into lab spaces by non-research/ non-EH&S staff and for consultants of the University performing their duties under the direction of Facilities and/or Maintenance. Submittal of this form indicates that the requestor has/will acknowledge all health and safety risks that may be present upon entering the lab space and will adhere to best practices during their time in the lab. Any safety issues or accidents that may arise during the requestor’s tenure in the lab space are required to be reported to Facilities and the Building Supervisor within twenty-four hours of it having occurred. Failure to comply with appropriate lab safety and University policy may result in penalties. Approval of this form by the indicates approval of the activities and rationale for entering as listed below.

Requestor: Click or tap here to enter text. Department: Click or tap here to enter text.

Building: Click or tap here to enter text.

Lab(s) Covered under this form:

Start Date requested: Click or tap to enter a date. End Date requested: Click or tap here to enter text.

Estimated Start Time: Choose an item.

Estimated Completion Time: Choose an item.

Reason for entering the lab:

Click or tap here to enter text.

Description of work to be completed while in the lab space:

Click or tap here to enter text.

**Signatures**

Building Supervisor/Department Signature Date

Click or tap here to enter text. Click or tap to enter a date.

Facilities/Maintenance Signature Date

Click or tap here to enter text. Click or tap to enter a date.