



**Department of Electrical Engineering Room Access Form**

**General Rules for Room Access**

1. I will NOT give out my door code or card to anyone.
2. I will be held accountable for the misuse of my door code or card.
3. I will abide by the rules and keep the areas clean at all times.

**In addition:**

1. If you open it, close it.
2. If you turn it on, turn it off.
3. If you unlock it, lock it up.
4. If you break it, admit it.
5. If you can't fix it, call in someone who can.
6. If you borrow it, return it.
7. If you value it, take care of it.
8. If you make a mess, clean it up.
9. If you move it, put it back.
10. If it belongs to someone else, get permission to use it.
11. If you don't know how to operate it, leave it alone.
12. Lab safety should be your primary concern at all times. It is your responsibility to know the safety rules.

(Rules 1-11 are from "Golden Rules of Living by Miriam Hamilton Keare. Rule 12 is by Dr. Wayne Shiroma.)

<b>Semester:</b>	<b>Room(s) Requested</b>
<b>Name and Email Address</b>	<b>Signature and Date</b>
<b>Advisor's Name</b>	<b>Advisor's Signature and Date</b>

**FOR OFFICIAL USE ONLY**

<b>Room #</b>	<b>Code #/Card #</b>

<b>Date Submitted:</b>	<b>Card Return Date (if applicable):</b>
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