

# Data Centre Access Request

Access requests to the Lakehead University Braun Building Data Centre, or the Advanced Technology and Academic Centre Data Centre may be obtained by completing and submitting this form.

By requesting this access you explicitly agree to all policies and guidelines set forth by the Technology Services Centre Management Staff, and may be held liable for any action or damages against Lakehead University Data Centres. The Technology Services Centre Management Staff reserves the right to revoke access to the area(s), without prior notification.

NOTE: This form is fillable when viewed in Acrobat Reader

## Employee Information

Name of Applicant

E-Mail

Title

Phone Number

Department

Fire Suppression Training

Completed

Required

Employee Number

Signature (I agree to the Data Centre Access Policy)

## Access Requirements

Access is required in:

Braun Building  
Data Centre

ATAC  
Data Centre

Access is to begin on (dd/mm/yy):

\_\_\_ / \_\_\_ / \_\_\_\_\_

Access is to begin at:

\_\_\_ : \_\_\_ EST

This employee should be allowed access to the area(s):

During normal business hours  
(Mon. to Fri. 8:30 a.m. to 4:30 p.m.)

At all times

From: \_\_\_ : \_\_\_ EST to \_\_\_ : \_\_\_ EST on weekdays

\_\_\_ : \_\_\_ EST to \_\_\_ : \_\_\_ EST on weekends

\_\_\_ : \_\_\_ EST to \_\_\_ : \_\_\_ EST on holidays

Access should be allowed:

Permanently

Temporarily, ending on (dd/mm/yy): \_\_\_ / \_\_\_ / \_\_\_\_\_

Please state the purpose and requirements to be filled by access to these facilities. (i.e. Group Tour, Ongoing Maintenance)

## Internal Use Only

Approving Director or Manager Name

E-Mail

Signature

Date

Access Card Issued

Access Card Number

Date of Card Issue