

# Johns Hopkins Bloomberg School of Public Health **CARD ACCESS SYSTEM CLEARANCE REQUEST FORM**

Version: 19 Sept 07

## **INSTRUCTIONS:**

1. **The requesting individual must ensure that SECTION-A and SECTION-B are fully completed.** Up to three clearances may be requested using this request form; please use a separate form for additional requests. **The entire form MUST be returned for proper processing.**
2. Return the completed request form to W3041, 615 North Wolfe Street. Verification and input of data takes approximately three business days to complete.  
  
If you have any questions or special concerns, please contact Support Services at 5-1197 during normal business hours.

## **SECTION-A; Individual Requesting Card Access Contact Information (Please write clearly):**

\*Full Name: \_\_\_\_\_  
(Print First Name) (Print Middle Name) (Print Last Name)

\*JHMI Identification Badge #: \_\_\_\_\_ - \_\_\_\_\_ & Expiration Date: \_\_\_\_\_

\*Academic Department Name: \_\_\_\_\_ or Administrative Office Name: \_\_\_\_\_

Office Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Building & Room # of Requesting Individual: \_\_\_\_\_ \*JHED ID of Requesting Individual: \_\_\_\_\_

Employer or Student Affiliation:  JHSPH  JHSOM  JHH  JHSON  Other: \_\_\_\_\_

Title:  Faculty  Staff  SPH Student or \* Contractor – Company Name & Phone #: \_\_\_\_\_

ACUC Animal Protocol (if applicable) Number: \_\_\_\_\_ Principal Investigator's Signature: \_\_\_\_\_

## **SECTION-B; Required Signatures:**

1. \*Individual Requesting Card Access  
(signature indicates sole responsibility for card use; access is intended for individual use only):

\_\_\_\_\_  
(Sign Name) (Print Name) (Date)

2. \*Authorizing Signature(s) For Requested Card Access  
(refer to the back of this page for specific authorizing person(s); request forms with unauthorized signatures will not be processed):

\_\_\_\_\_  
(Clearance #) (Sign Name) (Print Name) (Phone #) (Date)

\_\_\_\_\_  
(Clearance #) (Sign Name) (Print Name) (Phone #) (Date)

\_\_\_\_\_  
(Clearance #) (Sign Name) (Print Name) (Phone #) (Date)

PLEASE NOTE: Support Services has a use-it or lose-it policy in place for database maintenance purposes. Clearances not used within 60-days are routinely removed.

## **Administrative Use Only:**

Support Services Administrative Use: The CCure Operator will verify the appropriate approval has been given, sign off on the request and forward to Scott McVicker for final approval:

\_\_\_\_\_  
(Sign Name) (Print Name of CCure Operator) (Phone #) (Date Access Request was Verified)

\_\_\_\_\_  
(Sign Name) Scott McVicker (Print Name) 5-7384 (Phone #) (Date of Final Approval)

Clearance #	Reader Location Description	Authorizing Person(s):	Contact Room #	Contact Phone #
1.	Room WB700 Research	Margi Joshi or Stacey Meyerer	W1033 or W6615B	2-0433/2-0182
2.	Rooms EB000 & EB100 Freezers	Principal Investigator	Various	Various
3.	Rooms WB511 & WB513	Lee Franks	2007 E. Mon. St.	5-3451
4.	Room WB039B Mother's Room	Cherise Roberts	E1002	4-5116
5.	Room WB103	Theresa Daniel	E5132	5-3223
6.	Room WB109	Jonathon Links	E7531	5-9622
7.	Rooms EB203	J.P. Garvin	W3023	4-4774
8.	Rooms EB300 & EB625	Joe Bentz	2007 E. Mon. St.	5-3451
9.	Room EB302	J.P. Garvin	W3023	4-4774
10.	Room EB635	Chico Eyler	B200 2024 E. Mon. St.	5-3712
11.	Room EB401	Jim Leflar	W3041	5-2862
12.	JHSPH 1 <sup>st</sup> Flr. Garage Access (elev. lobby and stairs)	Jim Leflar	W3041	5-2862
13.	Room E1002 Rear	Steve Bazzetta	E1002	2-1791
14.	Room W1100	Jane Schlegel	W1100	4-1856
15.	Room E1200	Theresa Daniel	E5132	5-3223
16.	Room E1300	Theresa Daniel	E5132	5-3223
17.	Room E1303	Theresa Daniel	E5132	5-3223
18.	Room W1306 Main Entrance	Margi Joshi	W1033	5-3257
19.	Room W1306 Labs 1 & 2	Margi Joshi	W1033	2-0433
20.	Receiving Dock Primary – McElderry Street	Jim Leflar	W3041	5-2862
21.	Receiving Dock Secondary – Washington Street	Jim Leflar	W3041	5-2862
22.	Room E2214	Theresa Daniel	E5132	5-3223
23.	Room W2508 front & back doors	Celeste Stratton	4-6293	4-1539
24.	Room W3300	Margi Joshi	W1033	2-0433
25.	Room W3020	J.P. Garvin	W3023	4-4774
26.	Room E3009	Hsien Seow/Rachel Weber	E3009	4-3362
27.	Room E3011	Hsien Seow/Rachel Weber	E3009	4-3362
28.	Room W3513	Patty Hubbard	E3527	5-7044
29.	Room E3605	Marvin Newhouse	E3536	7-7483
30.	Room E3607	Marvin Newhouse	E3536	7-7483
31.	Room E3204	Theresa Daniel	E5132	5-3223
32.	Room E3300	Gregory Glass	E5142	5-3708
33.	Room E4208	Theresa Daniel	E5132	5-3223
34.	Room E4210	Theresa Daniel	E5132	5-3223
35.	Room E4212	Theresa Daniel	E5132	5-3223
36.	Room E4607	Pamala Martin	E4519	4-2608
37.	Room E4611	Pamala Martin	E4519	4-2608
38.	Room E4647	Pamala Martin	E4519	4-2608
39.	Room W4700 Main Entrances	Theresa Daniel	E5132	5-3223
40.	Room W4710 ABSL3	Theresa Daniel	E5132	5-3223
41.	Room E5007	Theresa Daniel	E5132	5-3223
42.	Room W5022	Theresa Daniel	E5132	5-3223
43.	Rooms W5028 & W5032	Cathleen Bosley (Ewing)	W5010	5-8184
44.	Room W5308	Theresa Daniel	E5132	5-3934
45.	Rooms E5409 & E5415	Theresa Daniel	E5132	5-3934
46.	Room W6309	Frances Burman	W6508	5-3926
47.	Rooms W6312 & W6312A	Cathleen Bosley (Ewing)	W5010	5-8184
48.	Room W6315	Margi Joshi	W1033	2-0433
49.	Room W6620	Stacey Meyerer	W6615B	2-0182
50.	Room E7001	Judith Konig	E7644	5-4320
51.	Room W7315	Margi Joshi	W1033	2-0433
52.	Room E7403	Pat Egner or John Groopman	E7403	5-2435
53.	Room E7409	Pat Egner or John Groopman	E7403	5-2435
54.	Room E7411	Pat Egner or John Groopman	E7403	5-2435
55.	Room E8038	Charlotte Gaylin	E8518	5-3734
56.	Room W9014	Stacey Meyerer	W6615B	2-0182
57.	Room W9022	Ying Zhang, Sabra Klein, A. Pekosz	W9022	Various
58.	Cooley Fitness Center Terrace	Jim Leflar	W3041	5-2862
59.	Mechanical – TR2, 3 & 6 <sup>th</sup> Floor	Joe Bentz	2007 E. Mon. St.	5-3451
60.	Mechanical – TR4 1 <sup>st</sup> Floor	Joe Bentz	2007 E. Mon. St.	5-3451
61.	911 Ann St.; Front Door (includes hall & rear doors)	Cathleen Bosley	911 Ann Street	5-8184
62.	911 Ann St.; IS Equipment Area (includes front door)	J.P. Garvin	W3023	4-4774
63.	W3709B E. Monument St.; Warehouse	J.P. Garvin or Lee Franks	W3023 or 2007 E. Mon. St.	5-3451/ 4-4774
64.	2017 E. Monument St.; IS Equipment Area	J.P. Garvin	W3023	4-4774
65.	All JHSPH Research Animal Resources Access	Candice Eff	Ross 459S	5-3273
66.	All JHSPH Health Safety and Environment Access	John Schaeffer	2024 E. Mon. St. B200	5-5918
67.	JHSPH Housekeeping General Custodian Access	Lee Franks	2007 E. Mon. St.	5-3451
68.	JHSPH Housekeeping Floor Technician Access	Lee Franks	2007 E. Mon. St.	5-3451
69.	JHSPH Housekeeping Manager Access	Lee Franks	2007 E. Mon. St.	5-3451
70.	All JHSPH Mail Services/ Receiving Dock Services	George Miller/ Frank Lea:	Wolfe WB401/ PCTB Bsmt.	5-3746/ 5-3848
71.	All JHSPH HYALL SYS	Scott McVicker	W3041	5-7384
72.	2213 McElderry St 1 <sup>st</sup> flr	Erin Ricketts	McElderry 1 <sup>st</sup> flr	5-4397
73.	2213 McElderry St 2 <sup>nd</sup> flr	Roeina Love	McElderry 2 <sup>nd</sup> flr	2-5368
74.	2213 McElderry St 3 <sup>rd</sup> flr	Lisa McCall	McElderry 3 <sup>rd</sup> flr	4-4056
75.	2213 McElderry St 4 <sup>th</sup> flr	April Lawson	McElderry 4 <sup>th</sup> flr	2-9500
76.	2213 McElderry St All Doors	Scott McVicker	W3041	5-7384