



SCHOOL OF ENVIRONMENTAL AND FOREST SCIENCES

UNIVERSITY of WASHINGTON

College of the Environment

LACTATION ROOM KEY REQUEST FORM

This section to be completed by ACCESS REQUESTOR (print): Date: _____

Last Name: _____ First Name: _____

Email: _____ Phone Number: _____

Student/Employee ID: _____

☐ Student ☐ Visiting Student ☐ Faculty ☐ Visiting Faculty ☐ Staff ☐ Volunteer

Winkenwerder Hall

☐ Entry Key

☐ Room #016

Temp CAAMS badge

(non-UW personnel only)

For Office Use

Key	Ret. Date
CAAMS	
Bldg	24/7 access
Winkenwerder	<input type="checkbox"/>

End date of key requestor's appointment/job*:

☐ Fall ☐ Winter ☐ Spring ☐ Summer Yr: _____

☐ Other (MM/DD/YYYY): _____

☐ Renewal Term (MM/DD/YYYY - MM/DD/YYYY): _____

* Key(s) cannot be issued without an end date

Authorizer's Signature: _____ **Name (print):** _____

For Access Requestor, please read & sign below UPON RECEIPT OF BADGE or KEY(S):

I hereby acknowledge receipt of the badge/key(s) listed above. Although the badge/key(s) will be in my possession, I understand that the badge/key(s) remain(s) the property of the University of Washington. I agree not to release the badge/key(s) to another individual or to duplicate it/them.

I take full responsibility for loss or damage to the badge or key during the time it is in my possession. I understand that I must return damaged equipment to the Director's Office staff in order to obtain a replacement. Additionally, I will report the loss of any access materials immediately to the school.

I understand that the \$20 deposit is waived for access to the Lactation Room. I understand that there will be a \$10 non-refundable fee for replacing the materials. I agree to the terms in the Lactation & Changing Station Guidelines. I agree to return the badge/key(s) upon the end date listed above to the Director's Office, AND107.

Signature: _____ Date: _____

KEY RETURN

Rec'd by: _____

Date: _____

NOTES:

For Office Use:

Building Pass #: _____ Renewed #: _____ Renewed #: _____

End date extended to: _____ Date: _____ Initials: _____

Added to Building List: ☐ Winkenwerder