Instructions for the Building Access Form

• Click View/Edit document (Hill Hall Blastercard Access and/or Key Request Form).

• All information needs to be typed. Nothing can be handwritten except signatures, initials and dates.

• Complete the information at the top, including the status check box and then any additional information/special needs. Your BC# is your Blastercard number. Enter the 5 digit # on the back of your card (or the first 5 before the dash).

• In the middle boxed section, type in the room numbers for which you need access, including any labs. If it is “Hard Key access”, type in the room # or #s that you need, one per line. If it’s “BlasterCard access” then type in the room #s on the Room Number(s) line, using commas to separate each room. Please see page 2 below for the list of areas that are Blastercard accessible.

• Print, initial 6x and sign. For lab access, you must have the lab owner print their name and sign the form like the example below or request approval by email from the lab owner and forward to Stacey Lucero srlucero@mines.edu. If there are multiple lab owners, you will need each owner’s signature.

• Return the form to Stacey Lucero in the main office for her signature. Feel free to contact Stacey with additional questions at srlucero@mines.edu.

• Blastercard requests - updated in the system by Stacey.
  Hard key requests - take to the Lock Shop (1318 Maple Street, Bldg 3) which has limited hours: Monday through Thursday 9:00am - 12:00pm, closed on Fridays.

Ex: Lab Owner

Stacey Lucero

I Accept ☒ I Decline ☐

Key Requestor
Signature ________________________________

Building Proctor ________________________________ Phone # __3780__

Building Proctor Signature ____________________ Date ______
**Blastercard Accessed**

**EM Labs**
- HH 170
- HH 175
- HH 176
- HH 176CA
- HH 177

**Computer Lab** – (student also needs to request permission from ITS for computer access)
- HH 251

**REMRSEC**
- HH 302+E
- HH 306+E
- HH 310+E
- HH 312+E
- HH 323+E

**CCAC**
- HH 316
- HH 318
- HH 341
- HH 351
- HH 371
- HH 373
- HH 375/HH 377 (the middle door connecting these labs)

**Hill Hall Entrance**
- HH ENT