After-Hours Building Access Request
Characterization Facility

After-hours building access can be requested for Shepherd Labs and Nils Hasselmo Hall (NHH) by completing this form. After-hours building access is for use of instruments out of normal building access hours (8:00 am - 4:30 pm for Shepherd Labs and 7:00 am - 6:00 pm for NHH) during weekdays and anytime on weekends. This form should be returned via the drop box located outside 15 Shepherd Labs or emailed as a .pdf to charfac@umn.edu. For after-hours access to Shepherd complete this form and return; access to NHH requires additional steps (please see page 2 for complete details on NHH after-hours building access request). CharFac business hours at both facilities (Shepherd Labs and NHH) are 8:00 am - 4:30 pm. Weekday evening discount hours are 6:00 pm - 8:00 am.

Due to recent updates in University policy, card access is now required for NHH during all hours. All UMN users with UCards should have building access between 6:00 am and 12:00 am. For non-UMN users, a temporary access card must be purchased from the CharFac main office (email charfac@umn.edu). CharFac hours in NHH are still between 7:00 am and 6:00 pm.

Indicate which facilities you request after-hours access to:
- [ ] Shepherd Labs
- [ ] Nils Hasselmo Hall

To receive after-hours access please fill out the following information. UCard ID (begins with 600953) and Smart Card #/Codabar can be found on your UCard. Please make sure to write legibly:

Name:_________________________________________________________

X500:_______________________________________________________

Student/Staff ID:_____________________________________________

UCard ID:__________________________________________________

Smart Card # OR Codabar (circle one):___________________________

After-hours access is a privilege that can be taken away at any time. Care must be taken not to cause harm to the instruments and if anything does happen, contact the specialist via phone or email immediately. Instrument or equipment damage may result in charges based on specialist time, instrument down time, and repair costs. Failure to notify of instrument issues occurring during after-hours use will result in serious disciplinary action. Please sign and date below to indicate you understand the expectations for after-hours use.

Signature:_________________________ Date:_____________________

Please fill in the instruments desired for after-hours use below and have the instrument specialist(s) sign in the appropriate field(s).
Please note that you may use only the instruments listed above after hours; additional instrument you would like to use after-hours must be listed on this form. If it is found that you used instruments you do not have access to in after-hours, your access to the facilities after hours will be revoked.

**Access to Nils Hasselmo Hall (NHH)**

For access to NHH: (1) E-mail Fang Zhou (zhoux341@umn.edu) your 7-digit ID Number and the 11-digit number that follows the 600953- prefix on your UCard so she can make the "Supervisor's Request" (Supervisor Approval Form) to the Academic Health Center Building Management Services (AHCRRMS) Office for you at http://hub.ahc.umn.edu/facilities/research-building-management-services/building-access. (2) Upon receiving confirmation that your request has been submitted, you must then go to that site and complete the "Employee / Student Access Form". Under “Job Information,” select “Characterization Facility” as the PI or Facility. Answer the “Work Location(s)” questions as follows:

- Department, Program or Facility: Characterization Facility
- Primary Building: [NHH] Nils Hasselmo Hall
- Office Phone: NA
- Lab Phone: NA

(3) You will receive an e-mail from AHCRRMS confirming that your application has been received, and this e-mail will provide links to the DEHS "Radiation Safety" and "Blood-Borne Pathogens" trainings, which you must take. (4) You will then go to the Information Desk in the NHH atrium on the 3rd floor so staff can enter your UCard number into their system. All steps must be completed or after-hours access will not be granted. If you have questions about the AHCRRMS Site, contact them by e-mail at: RBMSNHH@umn.edu or visit the Info Desk in the NHH atrium.

**NOTE:** After-hours access to CharFac in Shepherd Labs must be requested separately.