

ACCESS REQUEST FORM

APPLICANT INFORMATION

Date	Name of Applicant	Bldg (N/S) & Suite #	Applicant's Email:	Cube / Office #
			Phone #	

TYPE OF APPLICANT

JH Permanent New Hire Employee	Temporary New Hire Employee	Visitor	Other
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REQUEST TYPE

Please email the Facilities Management office for replacement microchip or access change requests.

BUILDING ACCESS

Standard Business Hours Access Monday through Friday 6am-7pm	All Access 24/7	Saturday 7am to 7pm	Other:
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PARKING

*Yes ***Permanent Johns Hopkins Employees** obtain parking rights by contacting the Homewood Parking & Transportation Office located at: 3101 Wyman Park Drive - South Garage, Baltimore MD 21218 / Email - parking@jhu.edu / Phone - 410.516.7275
Homewood's Online Parking Application can be submitted at: http://www.parking.jhu.edu/online_fac_and_staff_permit.html

Temporary Employees: Submit this form to the Facilities Management Office and make monthly parking payment via money order made out to "FSK Land Corp."

*Yes Vehicle Make / Model: _____ License Plate: _____

No Yes Other: _____

APPROVAL

Form Approved By: _____

FACILITIES MANAGEMENT OFFICE USE ONLY

Micro Chip #: _____ Hang Tag#: _____

Return this form to:
Keswick Facilities Management Office
Keswickfacilities@transwestern.com
3910 Keswick Road, Suite N-2500 Baltimore, Md 21211