

FACILITY ACCESS APPLICATION FORM

1. Applicant Information

Applicant's Name :

Matric Card/Staff No. :

Level of Study (AEU Staff / PhD/Masters/Bachelor/Others) :

Department/Faculty:

Phone:

Mobile:

Email:

Supervisor/Principal Investigator's Name :

Department/Faculty:

Phone:

Mobile:

Email:

Reason for Application :

Title of Project :

2. Applicant's Assurance

- i. All users have agreed to the rules and regulations of AEU, failure to do so will result in the restriction of access.
- ii. Please take note that the working hours of AEU is as follows: -

Monday – Friday	:	8.30 am – 5.30 pm
Saturday, Sunday & Public Holiday: Closed		
- iii. Only registered users are allowed into the building. New users are required to register with AEU administration to obtain access cards by putting down a refundable deposit of RM50. A penalty of RM100 will be charged for any damaged or loss of access card.
- iv. Users must conform to all AEU facility security access policies.
- v. Users are responsible for the cleanliness of the procedure and animal holding rooms.
- vi. Users must adhere to all equipment use, waste disposal and personal protective equipment (PPE) use guidelines.
- vii. No eating and drinking is allowed in the facility except at the pantry area, 1st floor of AEU.

I have read and understood the rules and regulations of AEU. I hereby agree to be abide by them.

Signature of Applicant:

Signature of Supervisor/Principal Investigator:

Name:

Name:

Date:

Date:

3. Office Use Only

Detail of Access : Access Card / Thumbprint

Thumbprint ID :	Access Card ID :
Date Received :	
Access Time Permitted From :	To :
Access Level :	

Form received by :

Approved by:

Officer

Head / Deputy Head

Animal Experimental Unit
Faculty of Medicine

Animal Experimental Unit
Faculty of Medicine

Official stamp:

Official stamp:

Date:

Date: