

Date: \_\_\_\_\_

Photo ID #: \_\_\_\_\_

- Complete this form in full (both pages). Before going to Photo ID, make a photocopy of this completed form.
- Take the photocopy of the completed form to Photo ID Office and obtain your photo ID card. The Photo ID office is located in the Willow Chest Centre, Room 176, 2647 Willow Street. Hours: Monday to Friday, 0800-1200 and 1300-1530 hours.
- Bring your photo ID card and the **original form** to VCHRI Administration Office, located in the Willow Chest Centre, room 100, 2647 Willow Street. VCHRI will activate your photo ID card and order any key(s) requested.
- **Note:** If you have already obtained your photo ID card & are requesting keys only, complete this form in full & submit it to reception at room 100 - Willow Chest Centre.
- A separate form is required for access to the Medical Animal Facility (MAF). Please contact Stephanie Smith ([stephanie.smith5@vch.ca](mailto:stephanie.smith5@vch.ca)) or Miguel Pacheco ([miguel.pacheco@vch.ca](mailto:miguel.pacheco@vch.ca)) for this form.
- If you have any questions pertaining to this form please contact the VCH Research Institute at [research@vch.ca](mailto:research@vch.ca)

VCHRI PHOTO ID, CARD ACCESS & KEY REQUEST FORM:

Last Name	First Name
Principle Investigator's (PI) Name	Lab Name
Are you a Summer Student <input type="checkbox"/> Yes <input type="checkbox"/> No	
Work Telephone #	Work e-mail
Position (Faculty, staff, student, visitor)	Research job title
Start date	End date
PI / Supervisor name (please print)	PI / Supervisor signature

IF YOU ARE A TRAINEE, THIS SECTION MUST BE COMPLETED:

<p>A VCHRI Trainee is .....</p> <ul style="list-style-type: none"> <li>• A current student (Masters, PhD, postdoctoral fellow); AND</li> <li>• Is supervised by a VCHRI researcher or affiliate researcher at a VCH site</li> </ul>	
Degree Sought	Anticipated Final Year
University Dept or Program for Trainee	Supervisor e-mail
Area of Research	

IF KEYS ARE REQUIRED: PLEASE LIST "KEY CODE" (IF KNOWN) OR ROOM NUMBERS NEEDED FOR EACH BUILDING BELOW

Keys for JBRC:	Keys for RP:
Keys for RHNH:	Keys for WCC:
Keys for JPPN:	

VCHRI OFFICE USE ONLY: HP, JBRC, JPPN, RHNH, RP, WCC - For permanent and long-term faculty, staff & students only

	Date Completed	Initial		Date Completed	Initial
<input type="checkbox"/> Lenel card access granted			<input type="checkbox"/> VCH e-directory		
<input type="checkbox"/> Keys ordered			<input type="checkbox"/> e-Update		
<input type="checkbox"/> VCHRI building database			<input type="checkbox"/> Trainee		
<input type="checkbox"/> Outlook e-mail contact lists			<input type="checkbox"/> Co-ordinator		

**VCHRI Building Card Access Section:**

**BLUSSON SPINAL CORD CENTRE**

- VCHRI IT Server room G1125 \_\_\_\_\_  
Christopher Pryde

**JACK BELL RESEARCH CENTRE**

- Chemical Waste Storage \_\_\_\_\_  
Susan Moore or Norma Cooper
- Door 031 – Lentivirus Lab \_\_\_\_\_  
Susan Moore
- Door 191-2 – Loading dock to JBRC
- Door 310 – Student Room
- Door 316 – Prostate Lab Supplies
- Door 417 – Equipment Room \_\_\_\_\_  
Jeffrey Helm
- Door 512 – Lentivirus Lab \_\_\_\_\_  
Susan Moore
- Perimeter - GPEC
- Perimeter - IIRC
- Perimeter - MAF
- Perimeter – MAF Externals
- Perimeter - Ovcare
- Perimeter - Prostate

**RESEARCH PAVILION**

- Door 100 - Mailroom, photocopier & fax
- Front, interior, loading dock & tunnel entrance

**ROBERT H.N. HO RESEARCH CENTRE  
VANCOUVER PROSTATE CENTRE**

- 1<sup>st</sup> floor
- Affiliated Access to 2<sup>nd</sup> floor
- All staff
- Imaging Microscopy 199 & 10<sup>th</sup> Ave \_\_\_\_\_  
Michael Cox
- OvCare Generic Grouping
- Perimeter Only
- Tissue Bank 195

**ROBERT H.N. HO RESEARCH CENTRE  
CENTRE FOR HIP HEALTH & MOBILITY**

- IDLD – RHHM CHHM – All doors
- IDEL – Perimeter (lobby) & elevators 4-7
- IDX – RHHM CHHM – Common Access
- IDLDA – RHHM CHHM – All labs sub-master
- IDLDAA – RHHM CHHM – All equipment rooms
  - ID481 - microCT
  - ID576 - Biodex
  - ID577 - XtremeCT
  - ID580 - DXA
  - ID582 - pQCT
- IDLDA1 – RHHM CHHM – All exam rooms
  - ID567 – Exam room
  - ID583 – Exam room
  - ID592 – Exam room
- IDLDA6 – RHHM CHHM – All Interview Consult rooms
  - ID568 – Interview Consult
  - ID569 – Interview Consult
  - ID584 – Interview Consult
- IDXLDA4 – RHHM CHHM – CTMU & Bioeng
- IDLDA2 – RHHM CHHM – Exercise Suite
- ID473 – RHHM CHHM – File Storage (473-1 & 473-2)
- IDLDA3 – RHHM CHHM SME / Bone Health
- ID595 – RHHM CHHM - Workstation
- ID573 – RHHM CHHM - Workstation
- ID4 – RHHM CHHM – Front door & elevator to 4<sup>th</sup> floor
- ID5 – RHHM CHHM – Front door & elevator to 5<sup>th</sup> floor
- ID6 – RHHM CHHM – Front door & elevator to 6<sup>th</sup> floor
- ID7 – RHHM CHHM – Front door & elevator to 7<sup>th</sup> floor

**WILLOW CHEST CENTRE**

- Willow Chest 1<sup>st</sup> floor hall dbl drs (VCHRI ONLY)
- VGH WCC 3<sup>rd</sup> Floor elevator – VCHRI (T & 3)
- WCC Ext Dbl Drs (by Med Gas)